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ABSTRACT

This workbook is intended to teach job-seeking and job-keeping skills to high school students who plan to enter the world of work rather than pursue more formal education. Its nine chapters contain information on: (1) identifying strengths, interests, and values; (2) learning about work; (3) selecting employment options that fit; (4) learning job search strategies and skills; (5) writing a resume; (6) applying for jobs; (7) learning how to interview and get hired; (8) learning job-keeping skills; and (9) considering the next career move. Throughout the book, worksheets and activities lead students through the steps of the job search. (KC)

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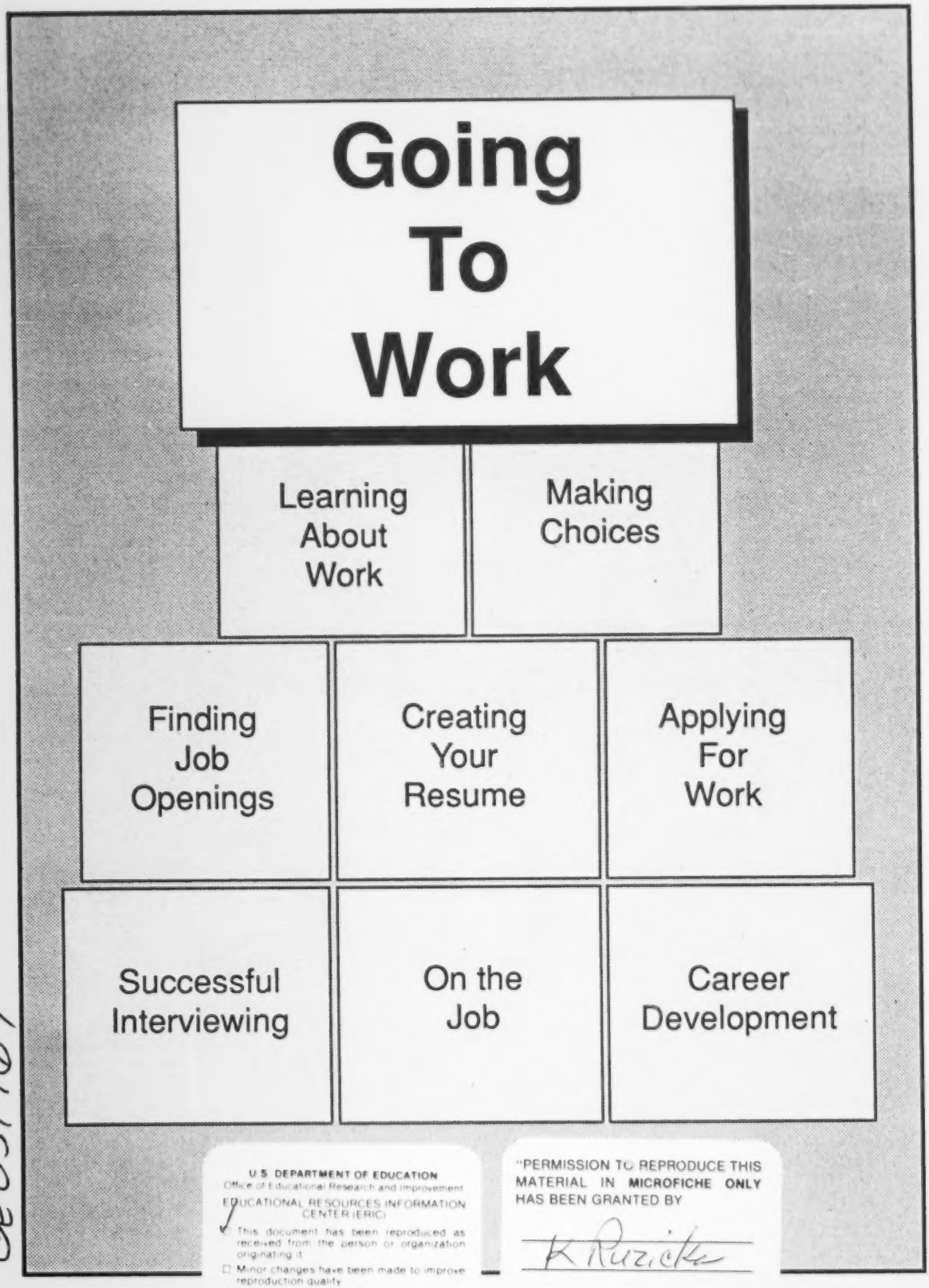

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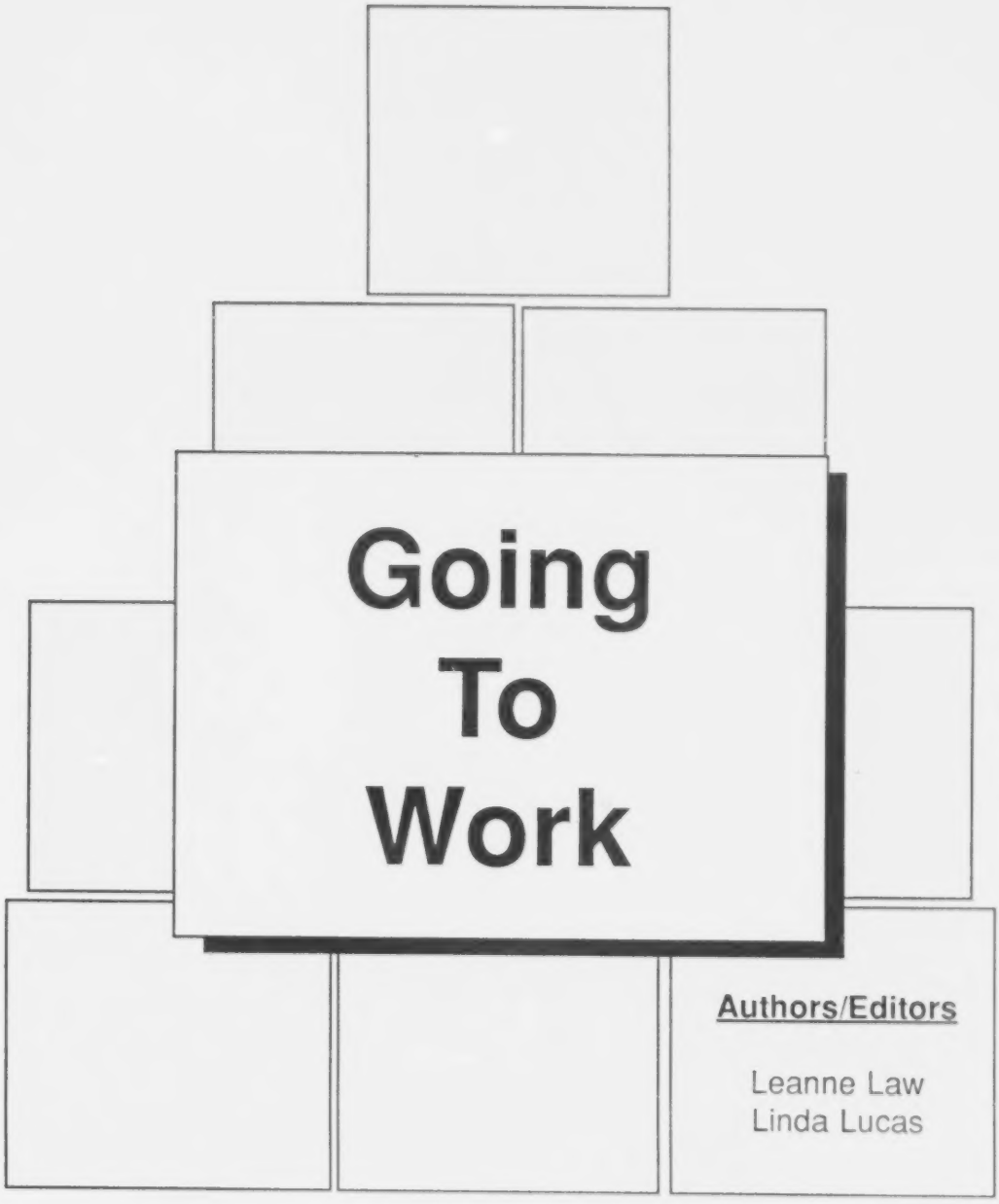

Going To Work

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Going To Work Workbook

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Introduction

Looking for a job?

Whether you're looking for work now or preparing for your future job search, this workbook will help you find a job. *Going To Work* is full of information and activities that will build on your knowledge and skills. It will be especially useful if you are preparing for your first, full-time, paid job.

It will help you

- identify your strengths, interests, and values;
- select employment options that fit you;
- learn job search strategies and skillls;
- find a job you want and get hired;
- learn job-keeping skills; and
- consider your next career move.

Will you find a job? *YES*, but you will have to work at it.

Good luck with your job search!!

> The trouble with unemployment is that the minute you wake up in the morning, you're on the job.
>
> *- Slappy White*

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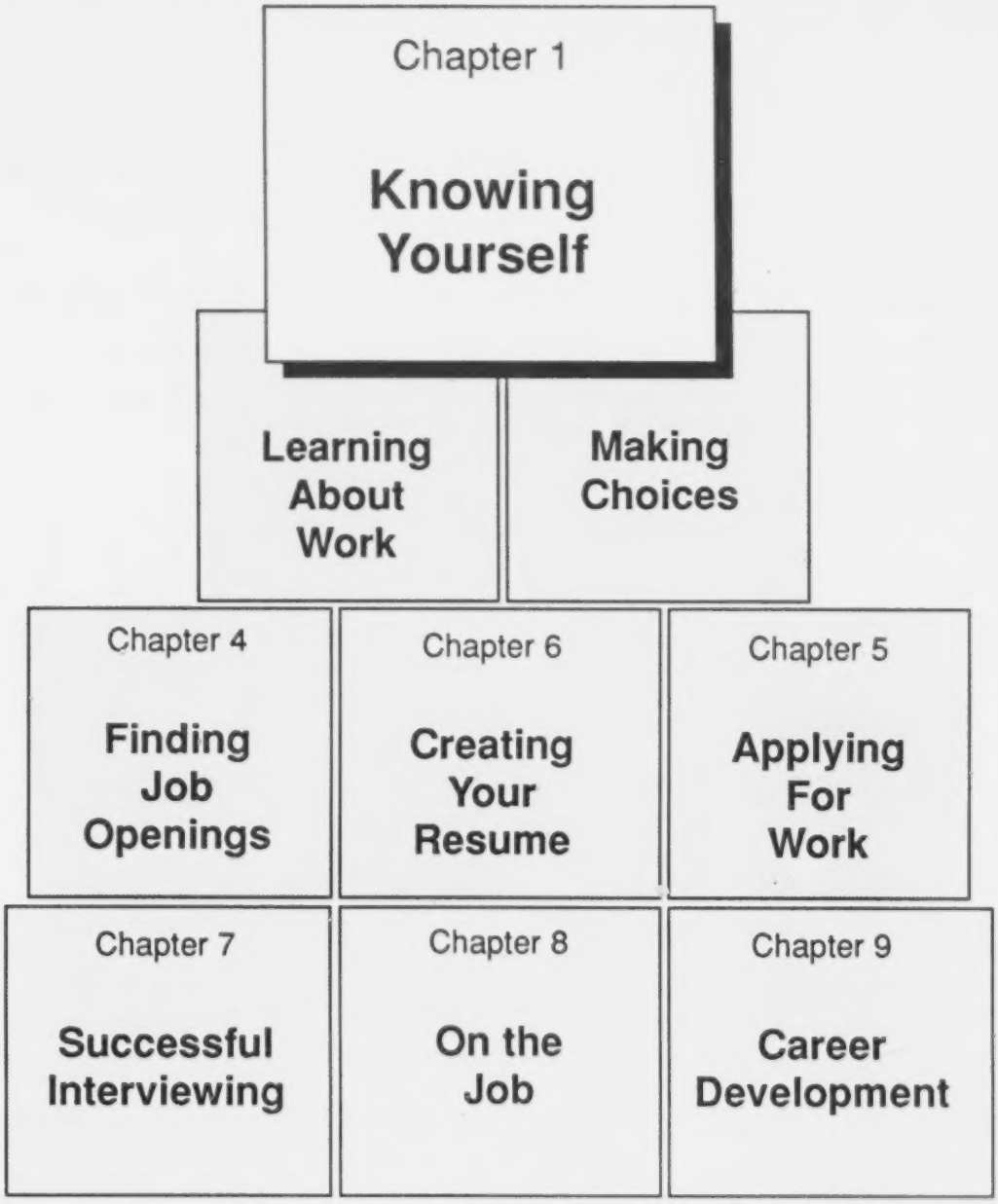

Discovering your interests, strengths, and values is the first step to take when looking for a job. Why is this important? Most people spend between 20 to 40 years working. It makes good sense, then, to do interesting work, use your strengths, and contribute to society in a way that feels good to you.

Knowing your interests, strengths, and values will make your job search easier. It will help you be enthusiastic since you'll be looking for work you believe in. It will also help you present a clear picture of what you have to offer an employer.

Identifying Your Interests

Jobs can be classified into four areas that reflect your interests. Any job may include a combination of interests. However, you will probably find one or two to be most important to you. These interests are data, people, things, and ideas.

Data: In *data* jobs you work with numbers, facts, or information. You make judgments or decisions based on actual measurements. Some occupations involved with data are computer operator, mechancial drafter, or accountant.

People: In *people* jobs you work with humans, or in some jobs, animals. Some occupations primarily concerned with people are waiter or waitress, veterinarian, and small business owner.

Things: In *thing* jobs you work with machines, tools, materials, or equipment. Some examples are automobile mechanic, land surveyor, and floral designer.

Ideas: In *idea* jobs you work with knowledge or concepts, making decisions based on perceptions and experience. You may also try to influence the attitudes or activities of others. Some occupations involved with ideas are teacher, politician, and sales representative.

Directions

1. Think of different experiences you have had, such as a paid job, hobby, or after school activities. Write them on the next page under "**Experiences.**" The list at the bottom of page 3 may give you ideas.
2. Read your list and check (✓) all the jobs or experiences you enjoyed.
3. Which interest area (data, people, things, or ideas) was most important to you for each experience you checked? Put a check (✓) in that interest column.

For example, if you sold greeting cards door-to-door and liked keeping sales records the best, put a check (✓) in the **DATA** column:

Experiences	Experiences I liked	DATA	PEOPLE	THINGS	IDEAS
Door-to-door sales	✓	✓			

If you liked meeting customers the most, put a check (✓) in the **PEOPLE** column.

4. Add the number of checks (✓) in each column.
5. The higher the category total (data, people, things, ideas), the more important this interest may be to you.

Experiences (The list below may give you ideas.)	**Experiences I Liked**	**Interest Areas**			
		DATA	PEOPLE	THINGS	IDEAS
TOTAL					

Have You Had Any Of These Experiences?

political campaign volunteer
singing in a choir
hospital volunteer
club officer
playing on a team
lawn mowing
housework
auto repair
gardening
entertaining friends
solving puzzles
cooking
taking photographs
sewing
babysitting
building a book case
organizing group activities
taking care of a pet
cleaning out the attic
paper delivery
helping friends
door-to-door sales
writing stories or poems
acting in a play

Source: *Prep*, Wisconsin Career Information System, University of Wisconsin-Madison, 1988.

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Your Favorite School Subjects

Your favorite school subjects may point to jobs that use your strongest interests and skills. When you think about the classes you liked best, make sure to choose subjects you liked. Do not choose classes that were favorites only because you liked the teacher or students in the class.

The following activity will help you match favorite school subjects to industries. It will help you see the relationship between what you have learned in school and what subjects are required or useful in different industries. If you use your favorite school subject on the job, you may enjoy your work more.

Directions

In the chart at the right, school subjects are listed down the side of the page. Across the top are nine industry classifications. A check (✓) appears below each industry classification that is related to the school subject in that row.

1. Circle three or more of your favorite school subjects. These do not have to be your "best" subjects, just the ones that have interested you the most.
2. Circle all the checks (✓) in the row after each subject you choose.
3. Now count the number of checks (✓) that you circled in the column under each industry classification. Enter the number in the "Total" space at the bottom of the column.
4. The industries with the most checks (✓) may be the ones you want to look at for job exploration.
5. Not every job within an industry will be related to the same school subject. Also, most school subjects will relate to a few jobs in every industry. The industries you get from completing this activity are a good place to start, but are not your only choices.

Language Arts
English
Drama
Foreign Languages
Speech
Mathematics
General Mathematics
Geometry
Algebra
Trigonometry
Computer Science
Science
General Science
Earth Science
Biology
Chemistry
Physics
Social Studies
Geography
History
Social Studies
Government
Economics
Sociology
Psychology
Health & Physical Ed.
Health
Physical Education
Fine Arts
Art
Crafts
Dramatics
Music, Vocal
Music, Orchestra/Band
Industrial/Technology Education
Drafting
Graphic Arts
Metal Working
Mechanics
Construction
Woodworking
Electricity/Electronics
Industrial Arts
Home Economics
Foods/Nutrition
Textile Arts
Clothing/Tailoring
Housing
Parenting & Child Develop.
Family & Community Service
Independent Living
Food Service
Consumer Education
Family Living
Home Economics
Agriculture
Agricultural Production
Agricultural Services
Agricultural Mechanics
General Agriculture
Marketing Education
Merchandising
Marketing
Finance
Entrepreneurship
Business Education
Accounting & Bookkeeping
Typing/Word Processing
Administrative Support
Business Mathematics
Finance
Information Processing
Totals ⇨

Source: *Prep*, Wisconsin Career Information System, University of Wisconsin-Madison, 1988.

Agriculture, Forestry, and Wildlife	Mining	Construction	Manufacturing	Transportation Communication Public Utilities	Wholesale/ Retail Trade	Finance, Insurance, & Real Estate	Services	Public Administration
				✔	✔	✔	✔	✔
		✔	✔	✔	✔	✔		✔
✔	✔		✔				✔	
✔				✔		✔	✔	✔
✔							✔	
				✔	✔			✔
✔	✔	✔	✔	✔				
			✔		✔		✔	
✔					✔			
				✔	✔	✔		✔
				✔	✔	✔	✔	✔

Assessing Your Strengths

To find a job, you must know what your strengths are, what strengths you like, and what strengths you want to use on the job.

This knowledge gives you a direction for job hunting. Knowing your strengths builds self-confidence. It will help you sell yourself to a future employer, when he or she asks, "What can you do?" or "Why should I hire you?"

If you are like most people, you may come up with a blank when trying to identify your strengths. You may think you don't have any. The following activity will help you begin.

There are many different ways to think about strengths. One way to think about them is to divide them into four areas:

1. **Personal Qualities** relate to personal temperament useful in most jobs, and abilities for getting along in the world.

2. **Knowledge Areas** can be transferred from one job setting to another.

3. **Physical Attributes** refer to your physical capabilities.

4. **Job-specific Skills** are those that relate to particular job conditions.

Directions

The lists on the next page give examples of each of the different types of strengths.

1. As you read the lists put a check (✓) next to each strength you have.

2. Each area has blanks provided to add your individual strengths. Write them in the blanks

3. Put a star (*) by the strengths you want to develop.

4. For each area, select your three best strengths; enter them on page 8 in the appropriate section.

5. At the bottom of page 8 write in three strengths from any area you want to learn.

Personal Qualities

___ honest
___ dependable
___ self-confident
___ loyal
___ patient
___ works quickly
___ uses good judgement
___ persistent
___ attention to detail
___ listens closely
___ shows initiative
___ good grooming
___ gets along with others
___ sense of humor
___ works well under stress
___ _____
___ _____
___ _____
___ _____
___ _____

Knowledge Areas

___ solving problems
___ writing
___ speaking
___ organizing information
___ calculating
___ _____
___ _____
___ _____
___ _____
___ _____

Physical Attributes

___ stamina
___ coordination
___ balance
___ dexterity
___ strength
___ _____
___ _____
___ _____
___ _____
___ _____

Job-Specific Skills Write in your best job skills or ones you want to develop. (Check off any others that may apply.)

___ _____
___ _____
___ _____
___ _____
___ _____
___ _____
___ drafting
___ editing
___ welding
___ typing
___ acting in a play
___ programming a computer
___ plumbing
___ art layout/pasteup
___ interior decorating
___ taking inventory
___ working with engines

Your Best Strengths

Directions: See directions on page 6 before completing this page.

Best Personal Qualities

1. _____
2. _____
3. _____

Best Knowledge Areas

1. _____
2. _____
3. _____

Best Physical Attributes

1. _____
2. _____
3. _____

Best Job Skills

1. _____
2. _____
3. _____

Strengths I Want to Learn

1. _____
2. _____
3. _____

Identifying Your Values

Values are qualities, characteristics, or ideas that we feel strongly about. Our values affect our decisions, goals, and behavior. They provide meaning and direction in our lives. If we act in a way that is inconsistent with our values, we may be unhappy.

Directions

1. Look at the list of values below.
2. What does each value mean to you? Take some time to think about them.
3. Put a check (✓) on the line in front of each value that is important to you. Add other values to the list if you like.

____ Achievement
____ Adventure
____ Creativity
____ Money
____ Family involvement
____ Friendship
____ Health
____ Social responsibility
____ Honesty
____ Independence
____ Power
____ Knowledge

____ Natural environment
____ Personal appearance
____ Physical strength
____ Recognition
____ Spiritual beliefs
____ Security
____ Self-respect
____ _____
____ _____
____ _____
____ _____
____ _____
____ _____

After identifying the values that are important to you, pick three that are the most important. Write them on the lines below and explain what they mean to you.

1. _____

2. _____

3. _____

Self-Assessment Summary

Use this page to pull together things you've learned about yourself in this chapter.

My Strongest Interests Are: (from page 3)	My Best Personal Qualities Are: (from page 7)
1. _____	1. _____
2. _____	2. _____
	3. _____
My Best Knowledge Areas Are: (from page 7)	**Strengths I Want To Learn** (from page 7)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
My Best Job Skills Are: (from page 7)	**My Most Important Values Are:** (from page 9)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Now you can begin learning how to sell yourself. Read the above information and put it into a sentence or two. Practice describing your interests, strengths, and values. Look in the mirror and practice saying them to yourself. You may feel silly doing this, but try it anyway.

Example: My strongest interests are data and people. My top skills include: dependability, patience, paying attention to detail, creativity, and organization. Independence, self-respect, emotional strength, and family involvement are important values in my life.

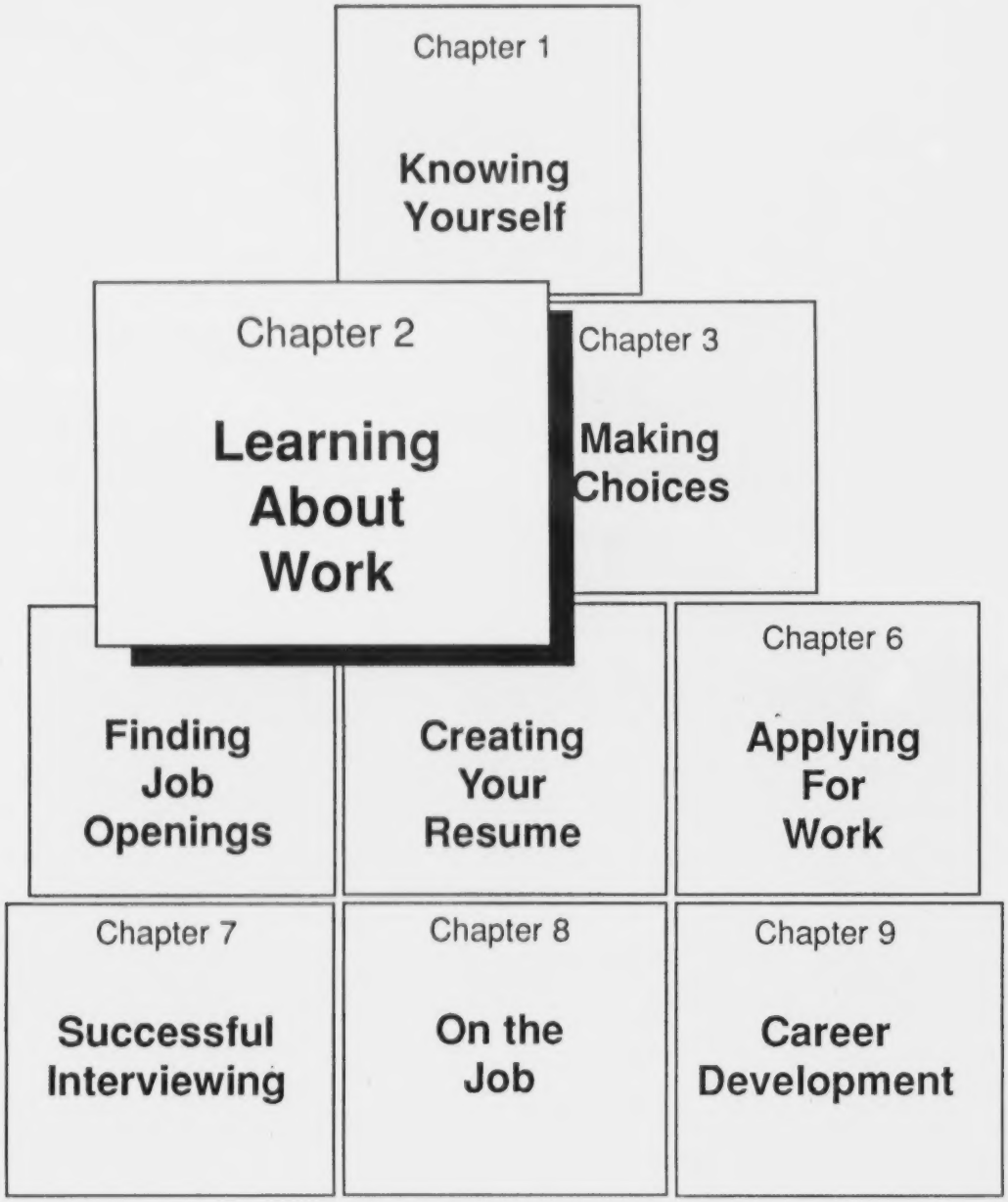
Now you try it!

_____

_____

_____

_____



There are many options to consider when choosing what kind of work interests you. Certain kinds of jobs may be more appealing than others. You may want work that offers you an apprenticeship, nontraditional employment, or a higher wage occupation. You may also decide to explore a career area by working for a temporary agency, working part-time, or by pursuing more education. The choices are up to you!

Options For Employment

One option you have for seeking a job is to look at different industries. Thinking about jobs in different industries will give you ideas about occupations you might like or dislike. If you are interested in working a trade, you may want to look at the construction industry for ideas. If you are interested in a sales job, consider the wholesale/retail trade industry.

There are over 20,000 different kinds of jobs in America

Directions

1. Following is a list of industries, along with some examples of typical jobs. Look in the telephone book to find businesses in your community for each industry.
2. Write down two examples for each.
3. Refer to your answers on page 5. Which three industries did you score highest in? On pages 12 and 13 put a star (*) by these industries.

Agriculture, Forestry, and Wildlife
Occupations include fish and game warden, logger, farm manager, forestry technician, dairy farmer, and agricultural engineer.

1. _____

2. _____

Mining
Occupations include mining engineer, land surveyor, instrument technician, geologist, bulldozer operator, and oceanographer.

1. _____

2. _____

Wholesale/Retail Trade
Occupations include insurance agent, small business owner, travel agent, street vendor, sales clerk, and retail florist.

1. _____

2. _____

Construction
Occupations include bricklayer, plumber, building inspector, mechanical engineer, electrician, and heavy equipment mechanic.

1. _____

2. _____

Manufacturing
Occupations include tool and die maker, factory assembler, machinist, robotics technician, dental lab technician, and printer.

1. _____

2. _____

Transportation and Public Utilities
Occupations include telephone operator, truck driver, radio announcer, pilot, garbage collector, and gas plant operator.

1. _____

2. _____

Finance, Insurance, and Real Estate
Occupations include real estate agent, statistical clerk, bank teller, financial counselor, file clerk, and insurance underwriter.

1. _____

2. _____

Service
Occupations include barber, librarian, recreational activity leader, club manager, social worker, and waiter or waitress.

1. _____

2. _____

Source: *Career Exploration Workbook*, Wisconsin Career Information System, University of Wisconsin-Madison, 1987.

Apprenticeships

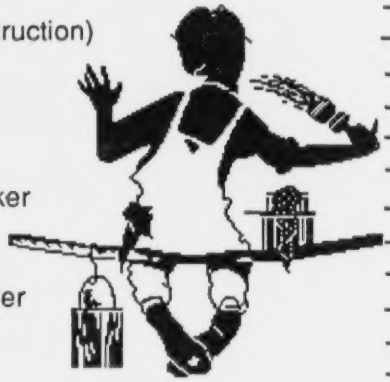
You can become a skilled craft worker and "earn while you learn" by becoming an apprentice. This is a good way to enter hundreds of occupations in the construction, manufacturing, and service industries. To become an apprentice you must be sixteen-years-old or older. It is also preferable to have a high school or General Equivalency Diploma (GED).

Apprentices work under skilled journey-level workers, receiving on-the-job training and work experience. (Journey-level workers are people who have completed their apprenticeship and show competency in all skills of the trade.) Apprentices also attend classes to learn the necessary technical course work for their trade. They are paid for the hours worked on the job and for most of their classroom hours. They also receive wage increases as they become more skilled. Most apprenticeships take three to five years to complete.

Here is a list of some occupations that offer apprenticeships. Place a check (✓) by the occupations that seem interesting to you.

Construction Programs

_____ Bricklayer
_____ Carpenter
_____ Electrician (Construction)
_____ Painter
_____ Plasterer
_____ Plumber
_____ Iron Worker
_____ Sheet Metal Worker
_____ Steamfitter
_____ Glazier
_____ Operating Engineer
_____ Asbestos Worker
_____ Cement Mason
_____ Sprinklerfitter
_____ Roofer



Service Programs

_____ Auto Mechanic
_____ Barber
_____ Appliance Repairer
_____ Communication Line Worker
_____ Electric Line Worker
_____ Meat Cutter
_____ Cook/Chef
_____ Surveyor
_____ Business Machine Repairer
_____ Baker
_____ Truck Mechanic
_____ Heavy-Equipment Mechanic
_____ Firefighter
_____ Fire-Medic
_____ Funeral Director
_____ Graphic Arts Trade

Industrial Programs

_____ Electrical Motor Repairer
_____ Machine Repairer
_____ Instrument Repairer
_____ Drafter
_____ Machine Adjuster
_____ Machinist
_____ Foundry Technician
_____ Metal Fabricator
_____ Tool and Die Maker
_____ Welder
_____ Pipefitter
_____ Power Engineer
_____ Industrial Designer
_____ Injection Molder
_____ Machine Erector
_____ Lift Truck Mechanic
_____ Electrician (Maintenance)
_____ Maintenance Mechanic

For more information about apprenticeship occupations, contact the Bureau of Apprenticeship Standards in your area. You can also contact a local Job Service office or the apprenticeship coordinator at your district vocational, technical, and adult education college. Since the application process varies according to the job and the location, you can receive information about applying for an apprenticeship from these sources.

Source: Wisconsin Department of Industry, Labor and Human Relations, Bureau of Apprenticeship Standards, 1987.

Nontraditional Jobs

Many times people don't consider pursuing jobs in certain areas because the job is considered "women's work" or "men's" work." It is possible that you have already automatically ruled out a job that once interested you just because you were the "wrong sex."

So think again. There are many nontraditional jobs that may appeal to you. Some of them are listed below. Check the ones that interest you.

Nontraditional Jobs for Women

_____ Aircraft Mechanic
_____ Business Executive
_____ Chemist
_____ Drywall Installer
_____ Equipment Operator
_____ Firefighter
_____ Hospital Administrator
_____ Industrial Designer
_____ Judge
_____ Legislator
_____ Manager
_____ Police Officer
_____ Rabbi
_____ Technical Writer
_____ Scientist
_____ Tool Designer
_____ Veterinarian

Nontraditional Jobs for Men

_____ Bookkeeper
_____ Cashier
_____ Child Care Worker
_____ Dietician
_____ Elementary Teacher
_____ Flight Attendant
_____ General Office Clerk
_____ Hairdresser
_____ Kindergarten Teacher
_____ Legal Assistant
_____ Librarian
_____ Model
_____ Nurse
_____ Retail Sales Clerk
_____ Secretary
_____ Teacher Aide
_____ Telephone Operator

To find out more about nontraditional jobs that interest you, look up the job title in your Career Information System's occupations handbook or occupation files on the computer. There you will find information about the type of work, working conditions, and salaries. It will also tell you the entry level requirements for the job.

Higher Wage Jobs

If you are a woman, minority person, parent, or have a disability it may be wise to consider a higher wage job. There are thousands of high paying jobs to choose from. And higher wage occupations are available to everyone whether you're a high school graduate or aiming for a Ph.D. These are a few reasons to consider a higher wage occupation.

Pay. Higher wage jobs pay better. They also usually include benefits such as paid vacation, holiday, and sick time; medical, life, and disability insurance; and may also include a retirement plan.

Advancement. There are usually steps for advancement on the job in higher wage occupations. This gives you an opportunity to receive more responsibility and money as you gain experience. In addition to higher pay and greater advancement opportunities, higher wage occupations often offer more job satisfaction, on-the-job training opportunities, and a wider variety of work schedules. A list of higher wage occupations at different educational levels can be found below. These are just a small sample of what's available if you have graduated from high school and obtained the minimum education or training listed.

Education and Training	Median Weekly Earnings
With Up To Three Months Vocational Training	
Sales Representatives (except retail and scientific)	$492
Advertising Sales Agent	$454
Police Patrol Officer	$431
Compliance and Enforcement Inspector	$485
Machinery Mechanic	$415
With Two to Four Years Vocational Training	
Computer Programmer	$519
Computer Systems Analyst	$631
Civil Engineering Technician	$447
Industrial Engineer	$628
Real Estate Appraiser	$457
With A College Degree	
Public Relations Specialist	$518
Pharmacist	$607
Physicians Assistant	$450
Chemist	$601
Electrician and Electronic Engineer	$704

Source: Wisconsin Department of Industry, Labor and Human Relations, Bureau of Labor Market Information, 1988.

Part-Time/Full-Time

Maybe your goal is to find a permanent, full-time job that pays well, has good benefits, and potential for growth. If you want a job like that and work toward finding one, sooner or later your search will be successful. But, if you're not quite sure what you want to do, consider working part-time at a job to see if you like it. If you need a full-time income, you could find two or three part-time jobs and add them together. You can probably think of advantages and disadvantages to having one or more part-time jobs. It might be an option for you to consider. Write down the advantages and disadvantages that apply to you.

One or More Part-Time Jobs

Advantages	Disadvantages

Temporary Employment

You also have the option of working for a temporary employment service, either indefinitely or until you find a permanent job. There are advantages and disadvantages to temporary work. One advantage is that you can work part-time and continue to look for a permanent job at the same time. Another is that you can move from workplace to workplace so there is variety in location and tasks. Disadvantages include lack of job security and, usually, benefits like sick leave, vacation, or health insurance. To find temporary help agencies in your community, look in the yellow pages of your telephone book under "Employment Contractors, Temporary Help," or in your daily newspaper. Write down the advantages and disadvantages that apply to you.

Temporary Employment

Advantages	Disadvantages

Education and Training Options

As you have probably heard, the work world is changing rapidly and will continue to change throughout your working life. Most jobs that offer higher wages, interesting work, and other advantages require some education and training beyond the high school level. Therefore, to receive more benefits for your work, you may want to consider getting further education and/or training. Even if the thought of continuing your schooling doesn't appeal to you now, it may later on. Keep your options open.

The following information describes many possibilities for further education or training. Read through these descriptions and put a check (✓) by the ones you've already attained. Place a star (*) by options you want to consider for the future.

Education and Employment

The U.S. Department of Labor, in a 1987 publication, reported the following rates of unemployment related to amount of education.

Education	Rate of Unemployment
4 or more years of college: [redacted]	2.5%
1-3 years of college: [redacted]	4.5%
4 years of high school: [redacted]	6.3%
less than 4 years of high school: [redacted]	11.1%

_____ **High School Vocational Education.** Vocational classes are offered in a variety of areas. Your high school may have classes related to agriculture, marketing, business, home economics, and industry. These classes can give you job skills and experience.

_____ **School-Based Work Experience Programs**. Many schools offer work experience programs for high school credit. Check with your guidance counselor and/or vocational education teachers for information about what's available at your school.

_____ **After School Job**. Finding an after school job can be an excellent way to learn about an occupational area that interests you. It can also give you a foot in the door when it comes to finding a full time job. Stocking shelves, cashiering, being an orderly or nurses aide, are just a few of the after school job opportunities that are available in most communities.

_____ **Volunteer Work**. Doing volunteer work is another way to learn about a career area while gaining experience. There are many places that may be interested in having a volunteer helper, such as a local business, religious or spiritual organization, library, hospital, or school. If these places don't have anything for you, they may know of a place that will.

_____ **Work Programs for Disadvantaged People**. If you are a young parent, high school dropout, or have a disability, there may be government-sponsored programs to help you enter the work force. Contact your local Job Service office, Division of Vocational Rehabilitation office, or Health and Social Services office for more information about programs that may be available to you.

_____ **Summer Jobs**. During the summer, there are many opportunities to gain work experience. You could start your own business doing child care, lawn mowing, housekeeping, or house sitting, to name a few possibilities. You could work at a girl scout, boy scout, or church camp. Explore the possibilities in your community.

_____ **Vocational Diploma Training**. Contact your local technical college for information about diploma programs in your area of job interest. There are many training programs that take less than one year or up to two years. For example, in less than one year you could be certified as an emergency medical specialist. After one year you could receive a diploma for account clerking. Or, after two years, you could graduate with a diploma for machine tool techniques. This is just a small sample of the many programs that are available.

_____ **Associate Degree**. Vocational, technical, and adult education colleges also offer two year associate degrees in a variety of career areas. Many of these programs offer internships to give you actual on the job experience. Some of the classes may also transfer to other educational institutions if you later decide to pursue a baccalaureate degree. Examples of associate degree programs include accounting, commercial art, horticulture, and legal assistant.

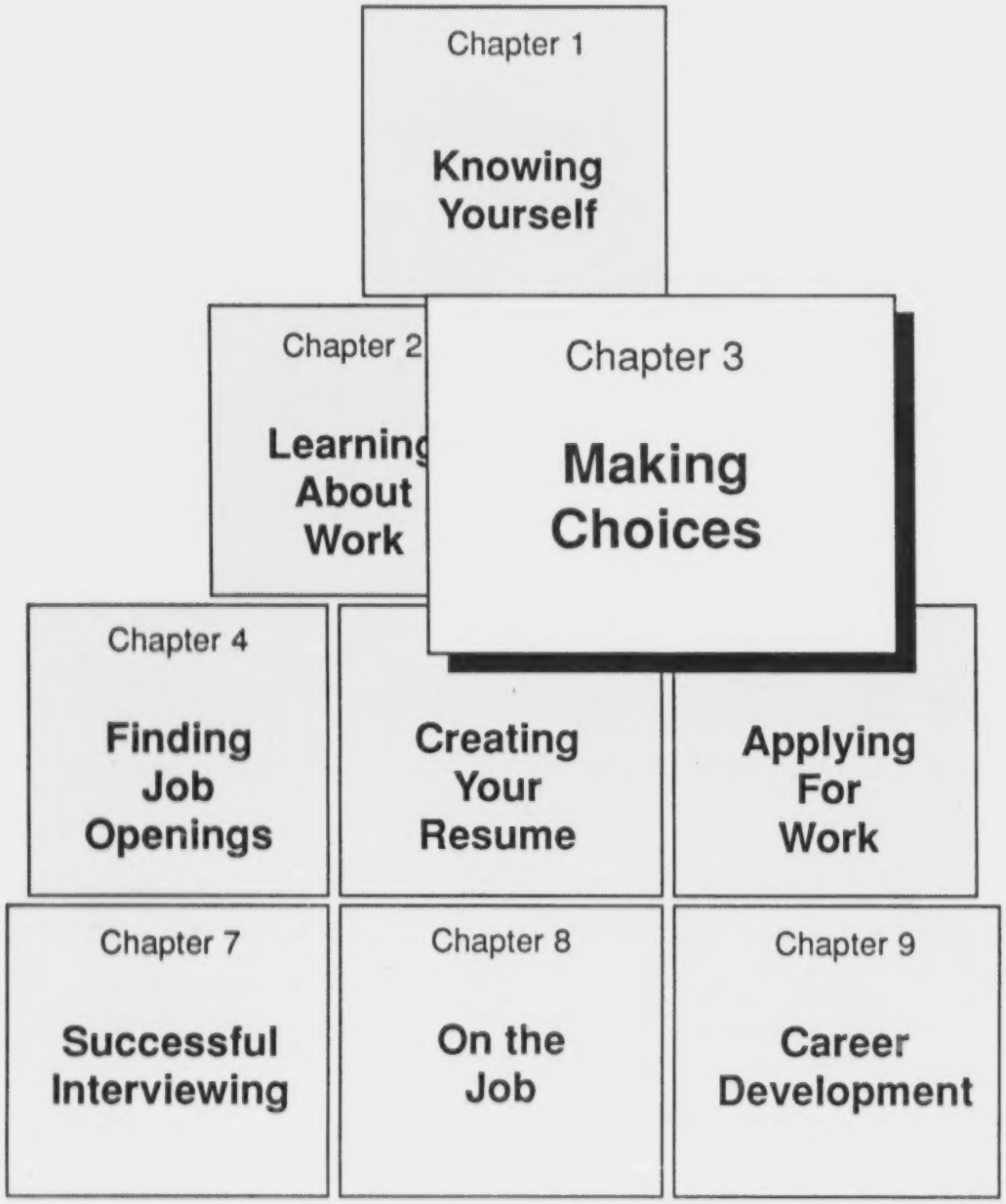
_____ **Baccalaureate, Master's, and Ph.D. Degrees**. You may be interested in an occupational area that requires one or more of these degrees. For information about degree programs in Wisconsin and surrounding states consult your state's career information system.

Occupations In Demand

Projected Total Annual Openings, 1985-1995

Salespersons, retail	4067
Janitors and cleaners	3729
General managers & top executives	2960
Cashiers	2007
Bookkeeping & accounting clerks	1954
Bartenders	1858
Nursing aides & orderlies	1824
Registered nurses	1805
Waiters & waitresses	1629
Stock clerks	1227
Food preparation workers	1201
Sales representatives	1182
Maids & housekeeping cleaners	1078
Maintenance repairers	1004
Teachers, elementary	954
Truck drivers, heavy	928
Guards	873
Accountants & auditors	784
Teachers, secondary school	783
Gardeners & groundskeepers	701
Cooks, restaurant	684
Truck drivers, light	674
First line supervisors, production	667
First line supervisors, clerical	617
Hand packers and packagers	617
First line supervisors, sales	588
Carpenters	576
Food preparation, service	556
Financial managers	544
Cooks, specialty fast food	528
Bus drivers, school	525
Physicians & surgeons	514
Directors, religious activities/education	503

Source: Wisconsin Department of Industry, Labor and Human Relations. Bureau of Labor Market Information, 1988.



You've discovered your interests, strengths, and values. You've considered different industries and options for employment. Now it's time to pull all these things together and make some choices. You're now ready to make some decisions about specific jobs to look for and your salary goals. This is where your focus is fine-tuned, the final step in preparing for your job search.

Using What You've Learned

In chapter one you identified your interests, strengths, and values. Turn back to page 10 and transfer your answers here.

Strongest Interests

1. _____
2. _____
3. _____

Best Personal Qualities

1. _____
2. _____
3. _____

Best Knowledge Areas

1. _____
2. _____
3. _____

Strengths to Learn

1. _____
2. _____
3. _____

Best Job Skills

1. _____
2. _____
3. _____

Most Important Values

1. _____
2. _____
3. _____

In chapter two you explored different employment and education options. Turn back to those pages, starting with page 12 and select the two most interesting possibilities.

Industries (Page 12 & 13)

1. _____
2. _____

Apprenticeships (page 14)

1. _____
2. _____

Nontraditional Jobs (page 15)

1. _____
2. _____

Higher Wage Jobs (page 16)

1. _____
2. _____

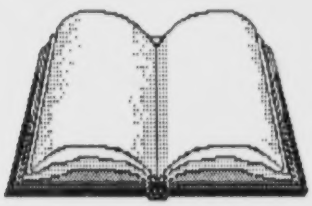
Educational and Training Options (page 18 & 19)

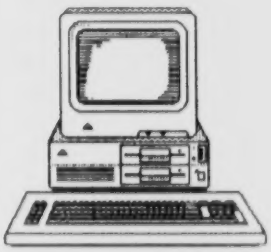
1. _____
2. _____

Other Interesting Jobs

1. _____
2. _____

The selections that you've listed on page 22 provide a focus for your job search. For more information about the job titles you selected, look in your state computerized career information system. You will find information about job responsibilities, salaries, and more! The *Dictionary of Occupational Titles* and *Occupational Outlook Handbook* are also sources of job information. These books and computer programs can be found at the library, school counseling office, or your local Job Service office.





Directions

1. List job titles you've listed on page 22 in the first column.
2. Look up the job titles in the printed or computer job information resources listed above. In the second column, write the qualifications you will need for each job.
3. In the third column, write the salary range for each job description.
4. Place a (✓) in columns four through six if the job description matches your interests, skills, and values.

Job Title	Needed Skills & Training	Salary Range	Interest	Skills	Values

Figuring Your Budget

How much money do you need? What kind of lifestyle do you want to have? The answers to these questions are important to consider when you're exploring job options. You will need a wage or salary that will pay your expenses now. And you need to choose an occupation that has the potential to financially support the material goods and activities you want in the future.

Fill in the budget on page 25 to find out how much money you need to make each month. As you consider these budget items, talk to family members or friends about the advantages, disadvantages, and costs involved with different choices. For instance, your housing costs will vary depending upon whether you live alone, with friends or a spouse, or have a child to support. You can check newspaper want ads and advertisements to estimate costs. Go ahead and fill in the budget now.

Now you know how much money you will need to earn each month. Don't forget that Uncle Sam wants his share of your money. You will pay approximately 20 percent of your monthly income for taxes. To figure the amount of money you will need for expenses and taxes, multiply the total amount of your budget (bottom of page 25) by 1.20. (Twenty percent is added for taxes.) The following information tells you how much you will need to earn per hour, week, month and year to make the money you need.

Hourly	Weekly	Monthly	Yearly
$3.35	$134.00	$ 576.20	$ 6,914
$4.00	$160.00	$ 688.00	$ 8,256
$6.00	$240.00	$1032.00	$12,384
$8.00	$320.00	$1376.00	$16,512
$10.00	$400.00	$1720.00	$20,640

Which of the jobs that you identified on page 23 will pay enough to meet or exceed your financial needs. Write the job titles below.

1. _____ 3. _____

2. _____ 4. _____

The final step before beginning your actual job hunt is filling out a **Personal Data Sheet.** Turn to page 26 to begin.

Sample Monthly Budget

Home (rent or mortgage)		$_____
Utilities		
Heat	_____	
Water	_____	
Electricity	_____	
Gas	_____	
Telephone	_____	
Other	_____	$_____
Home Maintenance		
Laundry	_____	
Repairs/decorating	_____	
Snow removal/yard work	_____	$_____
Food		$_____
Personal		$_____
Child		
Day care	_____	
Baby-sitter	_____	
Special gifts/toys, etc.	_____	$_____
Health Care		
Doctor	_____	
Dentist	_____	
Prescription Drugs	_____	$_____
Education		
Tuition	_____	
Books	_____	
Supplies	_____	
Transportation	_____	
Special events	_____	$_____
Transportation		
Car (gas, oil, repairs)	_____	
Car insurance	_____	
Bus, taxi, other	_____	
Entertainment		$_____
Savings		$_____
Miscellaneous		$_____
TOTAL		$_____

Source: *Career Survival Kit for Teen Education & Employment,* Wisconsin Career Information System, University of Wisconsin-Madison, 1987.

Personal Data Sheet

This Personal Data Sheet will help you avoid "form frustration" in the future! Write down all the information you might need when filling out job applications. Make copies of these pages whenever you are filling out job applications.

Personal Information

Name _____

Address _____

Phone _____ **Birth Date** _____

Social Security Number _____

Education

School	City	Date of Graduation	Grade Point Average

Subjects liked most: _____

Subjects liked least: _____

Awards and Honors: Such as class officer, student monitor -- chosen by faculty, etc.

_____

_____

Activities and Hobbies: Such as sewing, mechanics, athletics, band, church group.

_____

_____

_____

Your Top Interests, Values, and Skills

_____

_____

_____

Personal Data Sheet

Job-Related Experience: Give date, company, and position or activity and role; start with current or most recent position.

Date	Company/Activity	Position/Role

Volunteer Service: List things you have done for other people or for your community, such as taking care of pets or houseplants, collecting donations, volunteering at a hospital or nursing home.

_____

_____

_____

_____

Employment Objective (Immediate):

_____

_____

Employment Objective (Long Range):

_____

_____

References: List people you know who are willing to provide information about you to an employer. These could be teachers, current or past employers, ministers or rabbis, etc., but not family members.

Name	Address	Telephone Number

Career Planning And Decision-Making Tips

1. Stay motivated. Learn about jobs and keep up to date on trends and changes in the work force by reading magazines and newspapers. Become well-informed about the world of work. Think about how current workforce issues relate to you.

2. Allow yourself to make mistakes. You don't have to be perfect; and your mistakes are part of a learning experience. Think about what your mistakes can teach you. Use them as a guide for change.

3. Decide what you want. Be courageous and choose to pursue what you really want to do as a working person.

4. Decide where you want to work. You can make choices about where you want to live (city, state, country, etc.) and where you want to work (agency, business, industry, education, etc.).

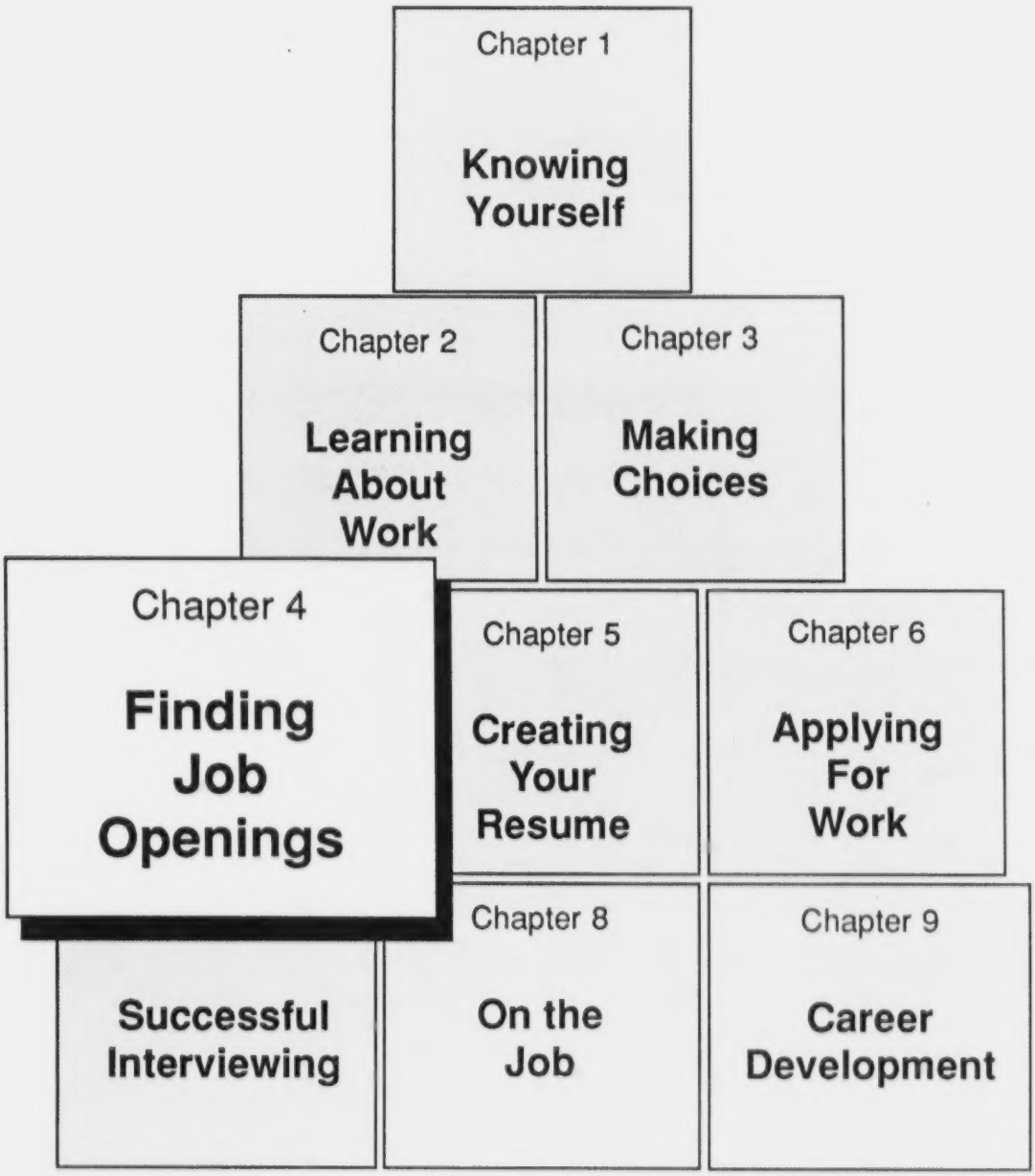
5. Set your priorities; know what's most important to you. Set goals for yourself so that you have something to guide you. Are you willing to give up things that stand in the way of achieving your goals?

6. Take action to get where you want to go. You are the one who chooses the action you take. What is your attitude? Are you giving yourself positive messages that you *can* do what you decide to do? Visualize yourself as an independent person working in the career you really want. This is part of taking action.

7. Seek results--not perfection. Do what you set out to do and be willing to take some risks to achieve results.

8. Maintain a positive attitude about yourself and what you can do. You can overcome limitations and find ways to get through the barriers that stand in your way. Don't underestimate your potential. Never say anything negative about yourself. *You can do it!*

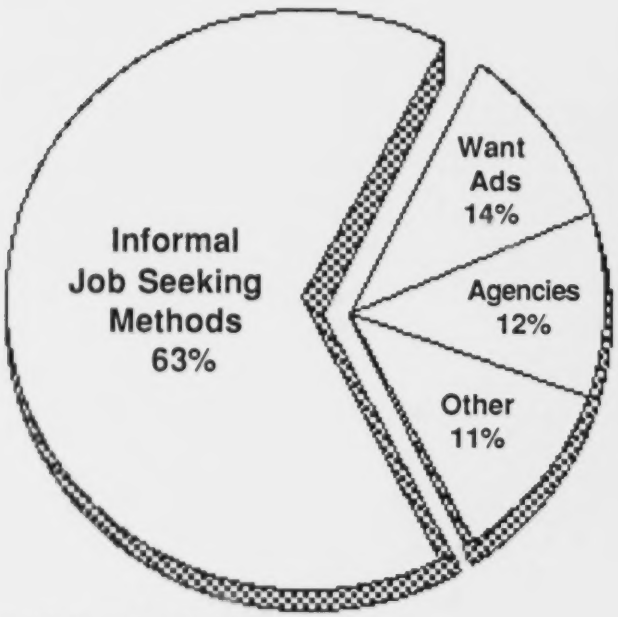
Source: *Career Survival Kit for Teen Education & Employment*, Wisconsin Career Information System, University of Wisconsin-Madison, 1987.



Finding your job is going to take time and energy. You are likely to be rejected many times before being offered a job. As you begin the job search there are things to know, as well as skills and techniques to develop, which will make your search more successful. These facts and ideas can help you find job openings faster and eliminate a few of those rejections.

How People Find Jobs

Generally, there are four basic ways to find a job. Informal job seeking methods are by far the most successful. But you can also find a job through want ads, employment agencies, and other methods. By looking below at the pie graph and lists of activities for each of these job seeking methods, you can determine how to best use your time and energy in your own job search.



Source: U.S. Department of Labor

Informal - 63%
- Direct contact with employers
- Identifying possible employers through "networking" with family, friends, teachers, neighbors, and acquaintances
- Contact previous employers for possible leads
- Job club or support group

Want Ads - 14%
- Answer ads in newspapers
- Answer ads in trade or professional journals
- Place ads to "sell yourself"
- Answer storefront signs

Agencies - 12%
- Job Service
- Private employment agencies
- School placement offices
- Local, state, and federal government personnel offices
- Chamber of Commerce
- Small Business Bureau

Other - 11%
- Civil Service tests
- Local labor unions
- Local community organizations
- Phone directories
- U.S. Armed Forces Recruiting offices
- Professional organizations
- Women's organizations
- Political organizations
- Church groups
- Industrial directories and informational pamphlets (check your local library)

Searching For Job Leads

Want ads and employment agencies usually list less than 30 percent of all jobs that are available. The other 70 percent are in what is called - *the hidden job market.* Jobs are "hidden" for different reasons, such as

- the need to hire someone has not been great enough to actually place an ad or
- the company may already have job applications or resumes on hand.

If a job is "hidden" it has not appeared in the open market, and there may be less competition for it. Some good ways to find out about hidden jobs have been listed on page 30, such as

- being in a job club,
- networking with family and friends, and
- contacting previous employers.

Another way to find hidden jobs is by doing "information interviews." Information interviews are different from job interviews because *you* are doing the interviewing. Information interviews will help you learn about the company, and at the same time you may learn about hidden jobs.

Pick a company you might be interested in working at. Try to find the name of a person there who is doing work you might enjoy. If you don't know a specific person, call the company and say, "I am interested in learning about (name of occupation). I want to learn what ___(job title)___ actually do on the job. Is there a person I could speak to about that type of work? I would like to make an appointment to talk with someone for twenty minutes."

Most companies will be helpful and put you in contact with an appropriate person. When you schedule an appointment, be sure to arrive on time and dress appropriately. Your goals for these information interviews are

- present yourself well,
- learn about the job,
- get two names of other people to talk to, and
- learn about possible job openings.

(continued on next page)

(Continued from page 31)

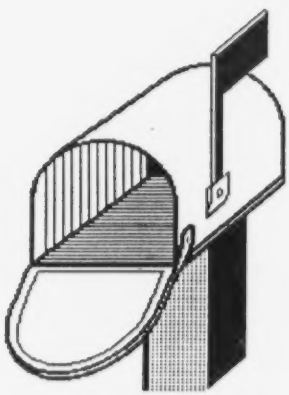
You may want to ask the following questions when interviewing someone for information and job leads:

1. What is your job like?
2. What do you do on a typical day?
3. How long have you had this job?
4. What problems do you deal with?
5. What decisions do you make?
6. What are things you most like and dislike about your job?
7. What training or education is needed for this job?
8. What special skills are needed on this job?
9. What is an appropriate entry point into this field?
10. Hows does a person advance in a job like this?
11. Are there opportunities to get ahead?
12. What changes are occurring in your occupation?
13. Are there any special considerations for women (or minorities or disabled people) beginning a career in this field? (Ask this question if it applies to you.)
14. What are employment prospects for this occupation?
15. What is the salary range for an entry level position?
16. Do you know one or two other people I could talk to about this occupation?

Be sure to stay only as long as the time you requested and thank the person for their time.

After the interview, write a thank you note to the person you interviewed. If you are interested in working for the company, send a copy of your resume (which you will be creating in the next chapter) with the note. Indicate that you are very interested in their company and that you would like to be considered for any job openings (in your area of interest) that may occur in the future.

Even if you are not interested in working for that company, the person you interviewed may be a source of future job leads - so be sure to send a thank you note. If more questions about the company or the occupation arise, you now have a contact person in your area of interest. Keep in touch.



Job Support Networks

You will find a job, but the search can be hard work. It can take several weeks or even months to find a job you want. It is easy to become discouraged by concerns about money, your future, or the rejections you receive along the way. This is why job support networks or clubs can be helpful. These informal groups serve several purposes.

- They give you support while you are job hunting.
- They are a source of job leads
- They provide a place to practice job interviews, phoning employers, etc.
- People in the group will give you positive criticism and suggestions.
- You can reward yourself for job hunting activities by asking for recognition (and applause).

Job support groups exist at local chambers of commerce, federal or state employment agencies like Job Service, churches, and community and neighborhood organizations. If there aren't any in your area, you can start one by posting a sign at places where people go to look for jobs. You could also advertise in the city or neighborhood newspaper.

Planning Your Job Search

The sample worksheet on this page shows how you can organize your job search by breaking it into smaller steps. Your job search will be more successful and you will feel better about yourself throughout the search if you

- set goals,
- use your time wisely, and
- reward yourself along the way.

Set goals for yourself each week by choosing activities from the lists on page 30. Be sure that the goals you set are possible to accomplish. Remember to use about 60 percent of your job search time pursuing job leads through informal methods.

Weekly Job Search Activities & Rewards

Dates: Sept. 5-9

Informal Methods (Spend about 60 percent of your job search time here.)

Activities: apply directly to 5 employers - meet with support group
Follow-up on leads Aunt Betty mentioned.

Reward: See afternoon movie with someone from job support group

Want Ads (Spend about 14 percent of your job search time here.)

Activities: Send resume & cover letter to 2 employers advertising in the want ads

Reward: Play basketball Thursday night

Employment Agencies (Spend about 12 percent of your job search time here.)

Activities: Talk with Job Service counselor & follow-up on 2 leads

Reward: Bike ride

Other Methods (Spend about 11 percent of your job search time here.)

Activities: Research 2 companies in the library to apply at next week

Rewards: Have potluck party Saturday

Make copies of this form to keep track of your weekly job search activities.

Weekly Job Search Activities & Rewards

Dates:

Informal Methods (Spend about 60 percent of your job search time here.)
Activities:

Reward:

Want Ads (Spend about 14 percent of your job search time here.)
Activities:

Reward:

Employment Agencies (Spend about 12 percent of your job search time here.)
Activities:

Reward:

Other Methods (Spend about 11 percent of your job search time here.)
Activities:

Reward:

Your Job Card File

Keeping a card file is an excellent way to keep track of your job leads. Using three- by five-inch cards, record important information about the job lead. On the front of the card include the company's name, address, and phone number, as well as the contact person (if known), and your source of information about the job lead. It is also helpful to include a description of the company's products and/or services.

One the back of the card keep track of your interactions with the company. You will want to include the date, a brief description of what occurred, and any follow-up that you should pursue in the future. Do this for each interaction with the company, using additional cards, as necessary.

This card file will serve as your memory, remembering all the details of your job search much more accurately than you could on your own. Even when you've found a job, keep your card file for future reference.

Sample Card Front

Job Lead Source: Hunt Betty

Company Name: Community Publications

Address: 915 Burma Rd
Milwaukee, WI 53203

Phone: (414) 278-6616

Contact Person: Bob Peterson

Description of Company; Products &/or Services:
1-4 color printing, delivery service

Sample Card Back

Date: 9-7-88

What Happened: Talked with Bob Peterson, filled out application form - may have opening next month - sent B.P. a thank you note

Follow-up Needed: Call B.P. in 2 weeks

Comments: Friendly place - pursue this one!

Using Resources

As you follow through on organizing your job search, there are many resources available to you.

Want ads can be found in the classified section of newspapers, city magazines, professional journals, company newsletters, etc. It can be helpful to cut out the ads you will be following-up on that week and tape them on a sheet of paper. This way the information you need to contact the employers is handy.

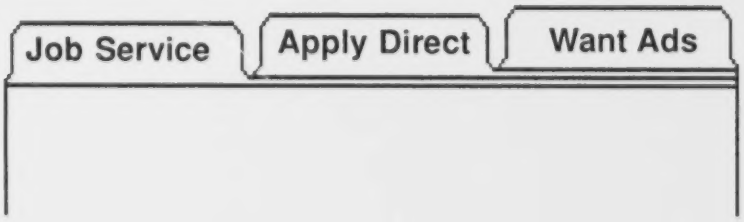
Telephone books are full of information about potential employers. Turn to the yellow pages and look under an occupational area that interests you, such as printing or restaurants. You will find a list of business names, addresses, and phone numbers that can be contacted. Many of these companies will also have an ad in the yellow pages that will give you information about products or services they offer.

Friends, Neighbors, and Relatives are often excellent sources of job leads. Tell everyone you know that you're looking for a job. Tell them what kind of work you are looking for and what your strengths are. If they have a friend-who has a cousin-who has a neighbor-who might be looking for someone with your talent - follow the chain all the way to the potential job and follow-up on the new leads you get along the way.

Company Personnel Offices may be able to provide you with their annual reports and brochures. You can simply say that you are researching careers in this particular area and are interested in the company. Ask them to send you any materials they have that will help you learn about the products and services they offer.

Job Service Offices are also a source of information about job openings. You can register with Job Service, and a counselor will help you identify job openings in your area of interest, and giving you information about potential employers.

These are several of the resources available to you; check the lists on page 30 for more ideas. Stay open to new sources of information as you progress in your job search.



Job Hunting Tips

• Demonstrate your skills and abilities to your prospective employer whenever possible. For example, if the job calls for experience with writing, bring samples of your written work. Be sure that samples are neat and nicely displayed.

• Finding a job takes time. How much time it takes depends on many factors, such as the type of work you are looking for, your qualifications, the state of the economy, etc. Be patient. Reward yourself every day for your job search activities. Believe in yourself and know that you will succeed.

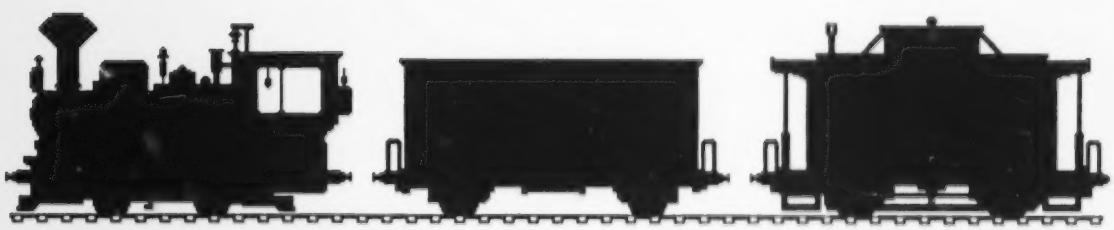
• May people equate sloppy appearance with sloppy attitude and work performance, so take care of your personal appearance. You may run into someone with a job or job lead for you, anywhere. Be neat and clean wherever you go.

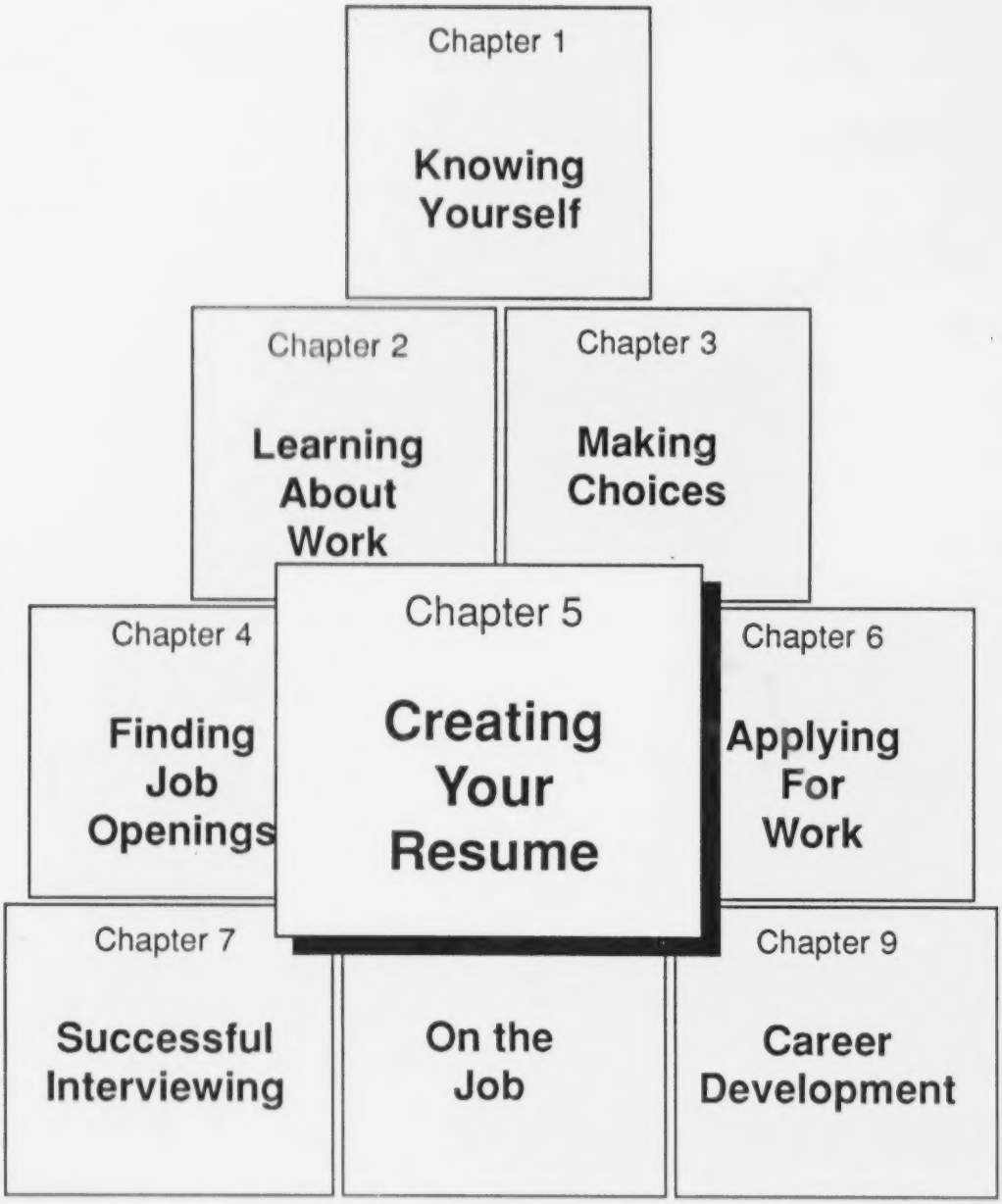
• Be courteous and friendly. This holds true even if an employer doesn't currently have a job for you. He or she may hear of someone who does and refer you- or they may have an opening later on.

• Above all, be persistent in your job search. Do something every day to bring you closer to your goal of having a job. Even if an employer tells you he or she has no openings, check back in the future, something may have unexpectedly opened up.

As Will Roger said:

**"Even if you're on the right track,
you'll get run over
if you just sit there."**





Your resume is an important job search tool that introduces you to potential employers. The information you select and the way you present it creates an image that helps the employer decide to interview you for the job. Creating a resume is also a good exercise to define what you want and what you have to offer.

A Sales Pitch

A resume is a summary of your past employment, experience, and training. It is a sales pitch to get you a job interview. Your resume should tell an employer who you are, where you've been, and where you want to go.

You need a resume for several reasons.

1. Employers ask for them.
2. Preparing a resume helps identify your accomplishments and goals.
3. Writing a resume helps organize your job search campaign.
4. Resumes lead to job interviews.
5. Leaving your resume at the end of an interview will help the employer remember you.

The Basics

1. Keep it one or two pages long- no longer.
2. Edit and re-edit until it says exactly what you want it to say. Ask people for their opinions too.
3. Use good quality, white or eggshell colored paper.
4. Make clear, sharp copies.
5. Plan a balance of white space and typewritten information.
6. Proofread and make sure it is error-free. Hire someone to type it if necessary.
7. Staple pages together.

As you think about writing your resume, think about what information you will want to include. The raw material for your resume has already been collected. Refer back to the information you recorded on your Personal Data Sheet (pages 25 and 26).

Keep the job you are applying for in mind as you consider what specific information to include. It is a good idea to type a new resume for each job you apply for, tailoring it to the specific job you want. Now, consider each part of a resume and the information about yourself that will help you get the job. Write this information in the spaces provided below.

1. **Heading**. Begin your resume with your full name, address, and a telephone number where you can easily be reached.

2. **Job Objective**. The second item on your resume should be your job objective. Include the specific title of the position you are applying for whenever possible. If this is not possible, make a general statement about the kind of job you would like. Example: An entry-level position in sales. Write your job objective here.

3. **Education.** If you are just graduating and have little work experience - or if a certain level of education is necessary for the job - include your education next. Write the name of the schools you have attended including the dates.

4. **Work History.** List your paid and unpaid work experiences beginning with the most recent. Include the name of the company, your job title, and the date you worked there.

(continued on next page)

5. **Qualifications.** What skills do you have that make you a qualified candidate for the job? List them below.

_____

_____

_____

6. **Personal Data.** This information is optional, but it may be helpful to include if it pertains to the job you are applying for. Examples: own car, willing to travel, speak fluent Spanish. Do not include information that could be used to discriminate against you. Examples: age, marital status, number or ages of children. What personal data might you use on a resume?

_____

_____

_____

7. **References.** These include previous employers, teachers, adult friends, etc. Always ask reference people if you may use their names. Type your references on a separate page, including their name, job title, place of employment, address, and phone number. Who are your references?

_____

_____

_____

Now that you have the basic information at hand it's time to decide how to use it.

A ***Chronological Resume*** lists your experiences and background in reverse order, beginning with the most recent experience. Many employers prefer this type of resume, simply because it is the most familiar to them.

A ***Functional Resume*** focuses on your most important skills, and gives examples of how you have used those skills.

Examples of both types of resumes follow on pages 43 and 44.

Chronological Resume

James F. Spanbauer
1317 East Johnson Street #2
Milwaukee, Wisconsin 53203

OBJECTIVE:	To work as a full-time typist for an agency or organization that publishes a community newspaper.
WORK EXPERIENCE:	New Times Company, Milwaukee, WI. Full-time summer job, 6/86 - 9/86. Typed rough copies of articles, using IBM and Apple computers. Proofed articles. Typed invoices and letters. Assisted in rough layout of newspaper.
EDUCATION:	Graduate of West Division High School, Milwaukee, 1987. High School GPA - 3.1.
VOLUNTEER EXPERIENCE:	Editor of High School Yearbook, 1987. Supervised staff of 18, meetings of 4 committees. Organized year-long work schedule, monitored progress of work. Wrote and edited portions of year book, supervised layout, responsible for final proofing. Contacted community business leaders for financial support.
HOBBIES:	Reading, winter sports, guitar.
REFERENCES:	Furnished Upon Request

Source: *Financial Aid Workbook*, Wisconsin Career Information System, University of Wisconsin-Madison, 1988.

Functional Resume

James F. Spanbauer
1317 East Johnson Street #2
Milwaukee, Wisconsin 53203

OBJECTIVE: To work as a full-time typist for an agency or organization that publishes a community newspaper.

EMPLOYMENT AND EXPERIENCE INFORMATION

OFFICE SKILLS: Excellent typist - 75 wpm. Proficient in basic office machinery, including IBM and Apple computers. Command of detail, proofing, and editing copy. Employed full-time by New Times Company, Milwaukee, 6/86 - 9/86.

WRITING SKILLS: Editor of High School Yearbook, 1987. Reporter for school paper, 1984-87. Wrote and edited articles, worked under deadlines.

PUBLIC RELATIONS: Experienced phone communicator, both in collections and sales. Employed at Milwaukee Journal Company, Milwaukee, 6/87 to 9/87.

SUPERVISORY & ORGANIZATION SKILLS: Editor of Yearbook, 1987. Supervised staff of 18, chaired meetings of 4 committees. Organized year-long work schedule, monitored progress of work. Responsible for final proofing and layout.

EDUCATION

Graduate of West Division High School, Milwaukee, 1987. High school GPA - 3.1.

PERSONAL INFORMATION

Hobbies include reading, winter sports, guitar. Ultimate career goal is to become a political reporter for a major metropolitan, daily newspaper.

REFERENCES

Furnished Upon Request

Source: *Financial Aid Workbook*, Wisconsin Career Information System, University of Wisconsin-Madison, 1988.

These are examples of action words you can use to describe your qualifications for the job. Circle the ones that apply to you and use them as you fill out the resume worksheets on pages 46 and 47. Fill out both the chronological and functional resumes. This will give you a clearer picture of which one presents you in the best light.

ADVISED
ACTIVELY
ACCELERATED
ADAPTED
ADMINISTER
ANALYZE
BUILT
COORDINATE
CONCEIVED
CONDUCT
COMPLETED
CONTROL
CREATED
DELEGATE
DESIGN
DEVELOP
DEVISED
DIRECT
EFFECT
ELECTED
ELIMINATED
ESTABLISHED
ESTIMATE
EVALUATE
EXPANDED
EXPEDITE
FOUNDED
GENERATE
INCREASED
INFLUENCE
IMPLEMENTED
INTERPRET
IMPROVED
LAUNCHED
LEAD
LECTURE
MAINTAIN
MANAGE
MOTIVATED
ORGANIZE
ORIGINATE
PARTICIPATED
PERFORM
PLAN
PINPOINTED
PRODUCE
PROGRAM
PROPOSED
PROVED
PROVIDE
PROFICIENT
RECOMMEND
REDUCED
REINFORCED
REORGANIZED
REVAMPED
RESPONSIBLE
REVISE
REVIEW
SCHEDULE
SIGNIFICANTLY
SET UP
SOLVE
STRATEGY
STRUCTURE

CREATED

Fill out pages 46 and 47 using action words and the information from pages 41 and 42.

CHRONOLOGICAL RESUME

Name: _____

Address: _____

_____

Phone: _____

OBJECTIVE: _____

_____

EXPERIENCE:

Company _____ City _____ State _____

Position _____ Dates _____ to _____

Responsibilities _____

Company _____ City _____ State _____

Position _____ Dates _____ to _____

Responsibilities _____

EDUCATION:

School _____ _____

Location _____ _____

From _____ To _____ From _____ To _____

Degree: _____ _____

PERSONAL: _____

References furnished upon request

FUNCTIONAL RESUME

Name:_____

Address:_____

_____

Phone:_____

OBJECTIVE:

_____

_____

EMPLOYMENT AND EXPERIENCE INFORMATION

SKILL_____ Skill Phrases and Results

_____

_____

_____

SKILL_____ Skill Phrases and Results

_____

_____

_____

SKILL_____ Skill Phrases and Results

_____

_____

_____

EDUCATION

School_____ Location_____

From_____ To_____ Degree_____

School_____ Location_____

From_____ To_____ Degree_____

PERSONAL

_____

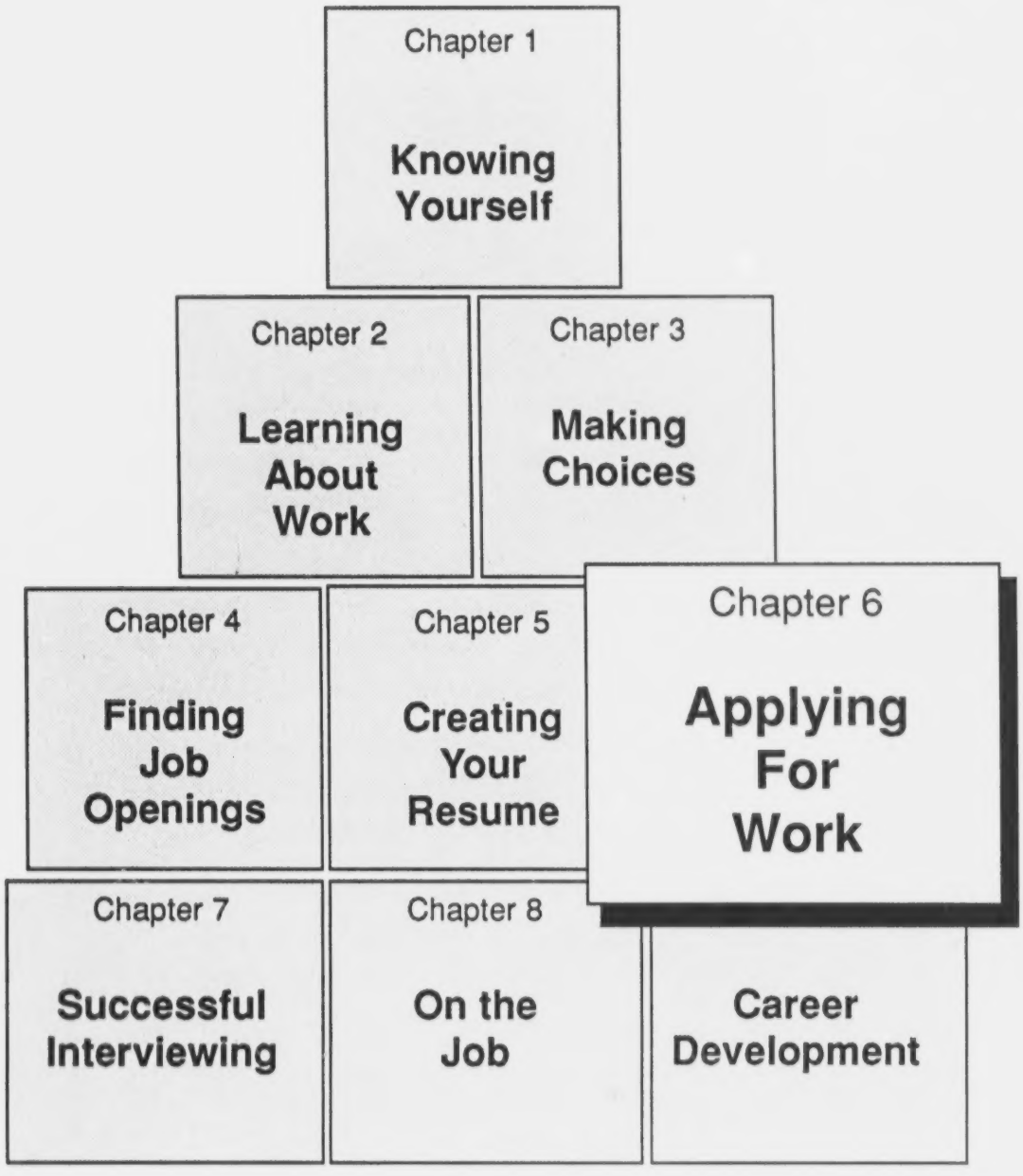
_____

References furnished upon request

Resume Do's & Don't's

- Do be brief - limit your resume to one page, if possible.
- Do check spelling and grammar.
- Do type and proofread the final copy.
- Do leave plenty of white space.
- Do use active words.
- Do be specific. Use exact names and dates.
- Do change the focus of your resume for different jobs, as necessary.
- Do make your resume an advertisement for yourself.
- Do concentrate on your positive accomplishments.
- Do use white or eggshell colored paper.

- Don't use colored paper or photographs.
- Don't make excuses.
- Don't be funny.
- Don't list salary expectations.
- Don't list personal information like age, marital status, number or ages of children.



Once you have discovered a job opening or identified a company that you want to work for, there are several ways to go about applying for a job. You can apply in person, over the phone, or through the mail.

Visiting Employers

Visiting an employer in person is one of the best ways to get a job. This approach can be used even if an employer has no current job opening. By showing interest, initiative, and a positive attitude, you may be first in line for the next job opening. Before you start, there are a few points to remember.

Be Prepared:

- Go Alone. An employer is interested in you, not your friends or relatives.
- Dress appropriately. Do not wear your best party clothes. A general rule of thumb is to dress one step above what you'd be expected to wear on the job.
- You may be asked to fill out an application, so bring along your Personal Data Sheet from pages 26 and 27, or a resume.
- You could be interviewed on the spot, so be prepared. Practice selling yourself before you go.
- Be self-confident.

When You Arrive:

- Check to see if there is a personnel department. If there isn't, ask to speak to the manager, department head, or owner.
- Tell them who you are. Give your name and your training or educational background.
- Tell the employer you are interested in applying for a job. If none are currently available, ask to fill out an application for a future job.
- Tell the employer something about your interests and skills.
- Ask when it would be convenient to check back. Ask for names of other people you might talk to about jobs.
- Thank the people you spoke with for their time. Follow-up with a thank you note. This is an often overlooked detail, which is why it can make a difference.

Babe Ruth
struck out 1,300 times.
But he also
hit 714 home runs.

Phoning Employers

Phoning About a Job

If phoning is the only way to answer an ad or find out about a job, use the helpful hints listed below. Do not phone if the ad says "apply in person" or "send resume."

- Practice what you want to say before making the call.
- Be prepared; have your paper and pencil ready.
- Speak clearly and confidently.
- Sound enthusiastic and interested.
- Give your name, the job you are applying for, and how you found out about the job.
- Ask what education, training, or work experience is required for the job. Save more detailed questions for the interview.
- Tell the employer a little about yourself and your job skills. Be prepared. Refer to your Personal Data Sheet on pages 26 and 27 before calling the employer.
- Ask for an interview to discuss how your qualifications fit the job.
- If you are offered an interview, be sure to get correct information on the place, date, time, and name of the person who will interview you.
- Thank the person you have spoken to before you hang up. If you don't get an interview, send a thank you note to the person you spoke with.

The goal of your telephone contact is to get an interview.

Writing To Employers

Keys to Writing a Good Application Letter

- Type the letter using correct grammar, spelling, and punctuation.
- Use white or egg shell colored paper with a matching envelope. Use the same paper as you use for your resume.
- Address your letter to a specific person. (You can get names by calling the company, looking in the business section of your library, or checking with the Chamber of Commerce.
- State exactly what job you want and why you are applying to that employer.
- Show that you know something about the company, such as its products, service, or history. Make a positive statement about the company and how you would fit in well there.
- Be clear and concise.
- Write that you will be in touch with the person in a few days to check on the status of the job.
- Enclose a resume.

Application Letters

768 South Main Street
Marshall, WI 56400
August 10, 1988

Ms. Toby Miller
Half-Pint Day Care Center
1775 11th Street
Marshall, WI 53698

Dear Ms. Miller:

I would like to apply for the full-time day care position that was advertisted in last Sunday's Daily Herald.

This past summer I was employed at the Red House Day Care Center in Marshall. I worked with 3-5 year olds, organizing games, reading stories, and taking field trips to the local zoo and various parks. My supervisor, Sandra Johnson, spent several hours a week talking with me about child development, and I learned a great deal both from her and from working at the Red House.

I enjoy working with children and have the enthusiasm, energy, and commitment you mention in your ad. An additional qualification is that I have a Certificate of Completion for a six-week course in First Aid.

I will be in touch with you soon to discuss the possibility of a full-time position at the Half-Pint Day Care Center. If there are no available positions right now, we could discuss the possibility of future employment.

Sincerely,

Alan McCarthy

Alan McCarthy

Source: Financial Aid Workbook, Wisconsin Career Information System, University of Wisconsin-Madison, 1988.

Format Of A Sample Letter To Employer

Your Address
City, State, Zip
Today's Date

2 lines of space

Employer's Name
Title, Department
Organization
Street Address
City, State, Zip

2 lines of space

Dear Mr./Mrs./Miss/Ms./Dr.:

1 line of space

Introduction: State why you are writing the letter. Try to start the letter with an attention getting sentence.

Body: Tell the employer about your qualifications for the job. Mention how your skills relate to the skills needed in the job you are seeking. Briefly summarize what you have to offer the company.

Closing: Tell how you can be contacted for an interview. Say that you will be waiting to hear from the employer.

2 lines of space

Sincerely,

3 lines of space

Your name signed in ink
Your name typed

Your Application Letter

Now, write your own application letter for a job that interests you. Refer to page 54 for guidance.

Street Address _____
City, State, Zip _____
Today's Date _____

_____ Employer's Name
_____ Title, Department
_____ Organization
_____ Street Address
_____ City, State, Zip

Dear Mr./Mrs./Miss/Ms./Dr.:

Introduction: _____

_____

_____

Body: _____

_____

_____

Closing: _____

_____

_____

Sincerely,

_____

_____

Your name signed in ink
Your name typed

Your Social Security Number

Your social security number is needed to keep a correct record of your earnings while you are working. It will also be needed if you die, retire, or become disabled so that you or your survivors can receive benefits.

Apply for your social security number at least one or two months before you begin your job search. To find out where to apply, look in the phone book under - "United State Government," then look under "S" for Social Security Administration. You can also pick up forms at the post office.

Page 57 is a copy of an application form for a social security card. You will need to submit documents that verify your age and citizenship, as well as your identity. A list of acceptable documents for these purposes is provided on the application form. They include:

- Public Birth Certificate
- Hospital Record of Birth
- State Identity Card
- Insurance Policy
- Driver's License
- School ID Card
- Vaccination Certificate
- Adoption Record
- United States Passport
- Church Membership Record

Source: Wisconsin Department of Health and Social Services, Social Security Administration.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
SOCIAL SECURITY ADMINISTRATION

Form Approved
OMB No. 0960-0066

FORM SS-5 – APPLICATION FOR A SOCIAL SECURITY NUMBER CARD (Original, Replacement or Correction)

Unless the requested information is provided, we may not be able to issue a Social Security Number (20 CFR 422.103(b))

INSTRUCTIONS TO APPLICANT ▶ Before completing this form, please read the instructions on the opposite page. Type or print, using pen with dark blue or black ink. Do not use pencil. SEE PAGE 1 FOR REQUIRED EVIDENCE.

NAA NAME TO BE SHOWN ON CARD — First: Rochelle | Middle: Ann | Last: Clark

NAB 1 FULL NAME AT BIRTH (IF OTHER THAN ABOVE) — First: — | Middle: — | Last: —

ONA OTHER NAME(S) USED: —

STT 2 MAILING ADDRESS (Street/Apt. No., P.O. Box, Rural Route No.): Route 2 Box 246

CTY CITY (Do not abbreviate): Waunakee | **STE** STATE: Wisconsin | **ZIP** ZIP CODE: 53957

CSP 3 CITIZENSHIP (Check one only)
- ☑ a. U.S. citizen
- ☐ b. Legal alien allowed to work
- ☐ c. Legal alien not allowed to work
- ☐ d. Other (See instructions on Page 2)

SEX 4 SEX
- ☐ MALE
- ☑ FEMALE

ETB 5 RACE/ETHNIC DESCRIPTION (Check one only) (Voluntary)
- ☐ a. Asian, Asian-American or Pacific Islander (Includes persons of Chinese, Filipino, Japanese, Korean, Samoan, etc. ancestry or descent)
- ☐ b. Hispanic (Includes persons of Chicano, Cuban, Mexican or Mexican-American, Puerto Rican, South or Central American, or other Spanish ancestry or descent)
- ☑ c. Negro or Black (not Hispanic)
- ☐ d. Northern American Indian or Alaskan Native
- ☐ e. White (not Hispanic)

DOB 6 DATE OF BIRTH ▶ MONTH: 6 | DAY: 3 | YEAR: 70 | **AGE 7**: 18 | **PLB 8** PLACE OF BIRTH ▶ CITY (Do not abbreviate): Madison | STATE OR FOREIGN COUNTRY (Do not abbreviate): Wisconsin | **FCI**: ☐

MNA 9 MOTHER'S NAME AT HER BIRTH — First: Sarah | Middle: — | Last (Her maiden name): Morrison

FNA FATHER'S NAME — First: William | Middle: James | Last: Clark

PNO 10
a. Has a Social Security number card ever been requested for the person listed in item 1? ☐ YES(2) ☑ NO(1) ☐ Don't know(1)

b. Was a card received for the person listed in item 1? ☐ YES(3) ☑ NO(1) ☐ Don't know(1)

▶ IF YOU CHECKED YES TO A OR B, COMPLETE ITEMS C THROUGH E; OTHERWISE GO TO ITEM 11.

SSN c. Enter the Social Security number assigned to the person listed in item 1: ☐☐☐-☐☐-☐☐☐☐

NLC d. Enter the name shown on the most recent Social Security card issued for the person listed in item 1

PDB e. Date of birth correction (See Instruction 10 on page 2) ▶ MONTH | DAY | YEAR

DON 11 TODAY'S DATE ▶ MONTH: 9 | DAY: 19 | YEAR: 88

12 Telephone number where we can reach you during the day. Please include the area code ▶ HOME: 612-472-6641 | OTHER: —

ASD WARNING: Deliberately furnishing (or causing to be furnished) false information on this application is a crime punishable by fine or imprisonment, or both.

IMPORTANT REMINDER: WE CANNOT PROCESS THIS APPLICATION WITHOUT THE REQUIRED EVIDENCE. SEE PAGE 1.

13 YOUR SIGNATURE: Rochelle A. Clark

14 YOUR RELATIONSHIP TO PERSON IN ITEM 1: ☑ Self ☐ Other (Specify) _____

WITNESS (Needed only if signed by mark "X")

WITNESS (Needed only if signed by mark "X")

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

DTC (SSA RECEIPT DATE)	NPN	DOC
NTC / CAN	BIC / IDN	ITV ☐ MANDATORY IN PERSON INTERVIEW CONDUCTED
TYPE(S) OF EVIDENCE SUBMITTED	SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW	DATE
	DCL	DATE

Filling Out Forms

Even if your have a Personal Data Sheet (chapter three) and a resume (chapter five), you will probably have to fill out application forms in your job search.

Just as with your resume, the goal of a completed application form is to get an interview. Since every job hunter has at least one employment drawback, the challenge in filling out application forms is to present yourself positively. You can do this best by being prepared. Talk your personal employment drawbacks over with a teacher, friend, or family member. They can help you understand

1. where your weak spots are,
2. how the law protects you from discrimination, and
3. how to present yourself positively.

Directions

The following list contains some situations that you may have to deal with when filling out application forms.

1. Check (✓) the situations in column one that apply to you. In column two, add your own experiences or drawbacks that aren't already listed.

2. Talk to a teacher, friend, or family member to find out how to handle these situations when filling out application forms.

_____ I've never had a job.	_____	_____
_____ I was fired from a job.	_____	_____
_____ I've had six jobs in one year.	_____	_____
_____ I dropped out of high school.	_____	_____
_____ I had bad grades in school.	_____	_____
_____ I have a physical disability.	_____	_____
_____ I have health problems.	_____	_____
_____ I have emotional problems.	_____	_____
_____ I have a child.	_____	_____

3. The following pages contain sample job application forms. The first form is filled out as an example. Then it is repeated for you to fill out using information about yourself.

Application For Employment

Source: Amsterdam Printing & Litho Corporation, Wallins Corners, Amsterdam, New York.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Date of Application September 19, 1988

Position(s) Applied For Bicycle Mechanic

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☒ Walk-In
☐ Employment Agency ☐ Other _____

Name Clark (LAST) Rochelle (FIRST) Ann (MIDDLE)

Address Route 2 (NUMBER) Box 246 (STREET) Waunakee (CITY) WI (STATE) 53957 (ZIP CODE)

Telephone (608) 472-6641 (Area Code) Social Security Number 768 | 48 | 7962

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☑ No If Yes, give date _____

Have you ever been employed here before? ☐ Yes ☑ No If yes, give date _____

Are you employed now? ☑ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☑ No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? Two weeks from date of job offer

Are you available to work ☑ Full Time ☐ Part-Time ☐ Shift Work ☐ Temporary

Are you on a lay-off and subject to recall? ☐ Yes ☑ No

Can you travel if a job requires it? ☑ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☑ No ☐ Yes
(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain _____

(Continued on next page)

Veteran of the U.S. Military service? ☐ Yes ☑ No If Yes, Branch _____

Indicate languages you speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK	English		
READ	English		
WRITE	English		

List professional, trade, business or civic activities and offices held.
(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

Bicycle Club Member
Stage and Sound Crew Member

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Janet Labott, 549 North Grant St., Waunakee, 472-2190
Robert Draper, 809 Maple St., Waunakee, 472-3559
Dorothy Miller, Route 2, Box 241, Waunakee, 472-8200

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals With Physical Or Mental Handicaps.

Government contractors are subject to 38 USC 2012 of the Viet Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap **you are invited to volunteer this information** which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

☐ Handicapped Individual ☐ Disabled Veteran ☐ Vietnam Era Veteran

Signed _____

(Continued on next page)

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

1	Employer: Olson's Cycle Shop	Telephone: (608)472-3978	Dates Employed From: 6/88	To: Present	Work Performed: Assembling new bikes
	Address: 3 North Main St., Waunakee		Hourly Rate/Salary Starting: $3.35	Final: $3.50	Repairing 3-, 5-, & 10 speed bicycles
	Job Title: Bicycle Mechanic Helper				Familiar with major brands
	Supervisor: Robert Olson				
	Reason for Leaving: Still employed				
2	Employer: Second Hand Rides	Telephone: (608)472-2961	Dates Employed From: 6/87	To: 5/88	Work Performed: Sold bicycle parts
	Address: 4253 Tamarack Ave., Waunakee		Hourly Rate/Salary Starting: $3.35	Final: $3.50	Advised customers on bike selection
	Job Title: Sales person				
	Supervisor: Marjorie Wood				
	Reason for Leaving: Sought mechanic experience				
3	Employer	Telephone: ( )	Dates Employed From:	To:	Work Performed
	Address		Hourly Rate/Salary Starting:	Final:	
	Job Title				
	Supervisor				
	Reason for Leaving				
4	Employer	Telephone: ( )	Dates Employed From:	To:	Work Performed
	Address		Hourly Rate/Salary Starting:	Final:	
	Job Title				
	Supervisor				
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience. Previous work experience and bicycle club membership has developed skills in bicycle repair and assembly, customer relations, retail sales, and bicycle trip planning.

(Continued on next page)

Education

	Elementary	High	College/University	Graduate/ Professional
School Name	Kennedy Elementary	Waunakee High School	None	None
Years Completed/Degree	4 5 6 7 8	9 10 11 (12)	1 2 3 4	1 2 3 4
Diploma/Degree		H.S. Diploma		
Describe Course Of Study:		General Education + Vocational business courses		
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activites	Member of Waunakee Bicycle Club			

Honors Received: State any additional information you feel may be helpful to us in considering your application.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Rochelle A. Clark — Signature of Applicant

9/19/1988 — Date

For Personnel Department Use Only

Arrange Interview ☐ Yes ☐ No

Remarks _____

_____ _____ INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____ NAME AND TITLE _____ DATE

This Application For Employment and Applicant Data Record is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

(Continued on next page)

Application For Employment

Directions: Complete this form using information about yourself.

Source: Amsterdam Printing & Litho Corporation, Wallins Corners, Amsterdam, New York.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-In

☐ Employment Agency ☐ Other _____

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Telephone ( ) _____ Social Security Number ___ | ___ | ___
Area Code

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No If Yes, give date _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, give date _____

Are you employed now? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Are you available to work ☐ Full Time ☐ Part-Time ☐ Shift Work ☐ Temporary

Are you on a lay-off and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ No ☐ Yes
(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain _____

(Continued on next page)

63

Veteran of the U.S. Military service? ☐ Yes ☐ No If Yes, Branch _____

Indicate languages you speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

_____

_____

_____

_____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

_____

_____

_____

_____

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals With Physical Or Mental Handicaps.

Government contractors are subject to 38 USC 2012 of the Viet Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap **you are invited to volunteer this information** which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

☐ Handicapped Individual ☐ Disabled Veteran ☐ Vietnam Era Veteran

Signed _____

(Continued on next page)

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

1	Employer	Telephone ( )	Dates Employed From	To	Work Performed
	Address				
	Job Title		Hourly Rate/Salary Starting	Final	
	Supervisor				
	Reason for Leaving				
2	Employer	Telephone ( )	Dates Employed From	To	Work Performed
	Address				
	Job Title		Hourly Rate/Salary Starting	Final	
	Supervisor				
	Reason for Leaving				
3	Employer	Telephone ( )	Dates Employed From	To	Work Performed
	Address				
	Job Title		Hourly Rate/Salary Starting	Final	
	Supervisor				
	Reason for Leaving				
4	Employer	Telephone ( )	Dates Employed From	To	Work Performed
	Address				
	Job Title		Hourly Rate/Salary Starting	Final	
	Supervisor				
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience. _____

_____

_____

_____

(Continued on next page)

Education

	Elementary					High				College/University				Graduate/ Professional			
School Name																	
Years Completed/Degree	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course Of Study:																	
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activites																	

Honors Received: State any additional information you feel may be helpful to us in considering your application.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____

For Personnel Department Use Only

Arrange Interview ☐ Yes ☐ No

Remarks _____

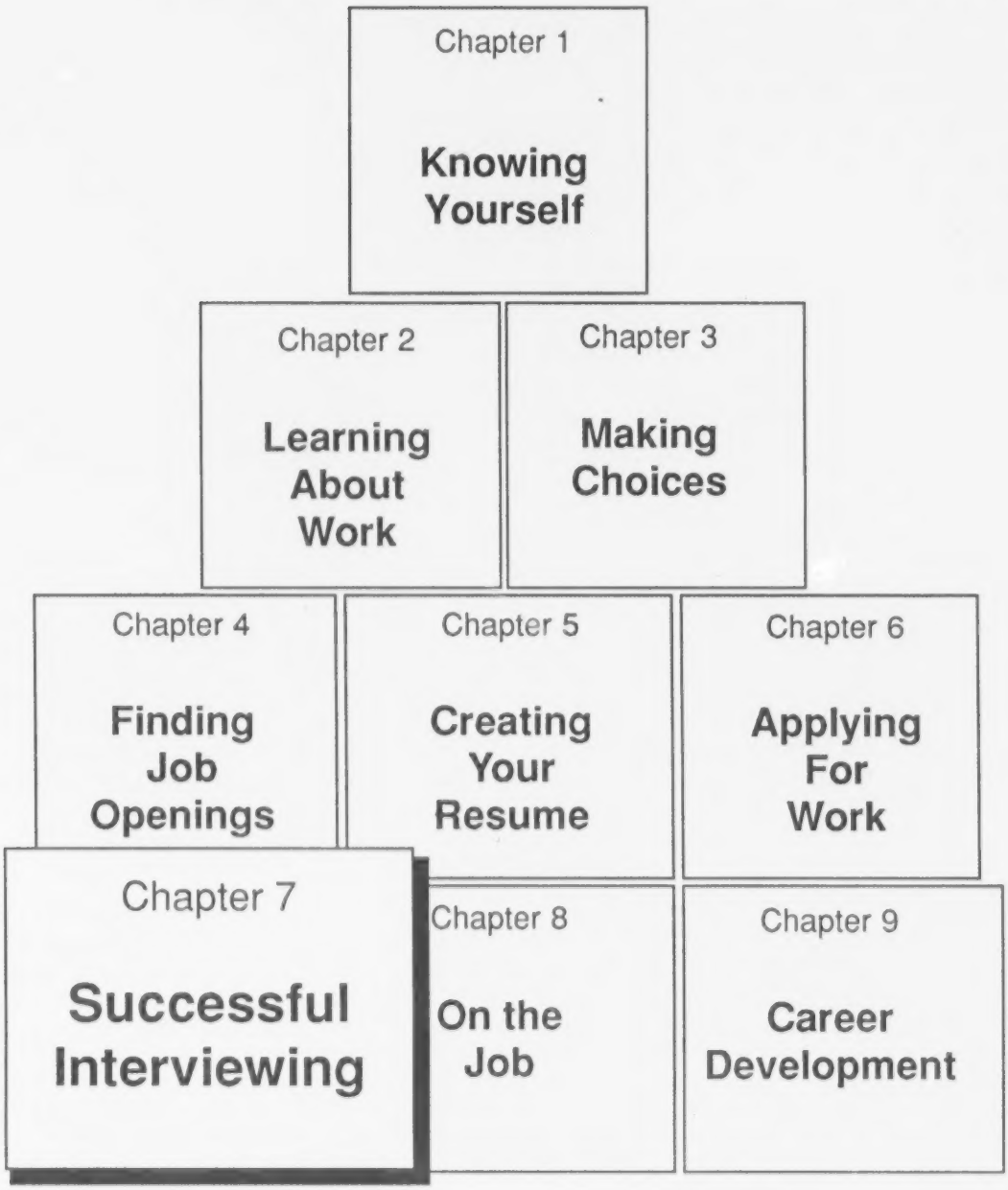
_____ _____
INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____ _____
NAME AND TITLE DATE

This Application For Employment and Applicant Data Record is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



Getting a job interview is the positive result of your job search efforts thus far. It tells you that you're on the right track. So be sure to congratulate yourself before getting down to the business of preparing for the interview.

Gathering Information

When you receive the phone call or letter offering you a job interview, be prepared. Make sure you know:

- what time the interview is scheduled for,
- where the interview will be conducted, and
- what your interviewer's name is.

The next step is gathering information about the company. In chapter four you learned about resources that will help you prepare for your interview. Go back to your job search file to get the information you have already collected. If you don't have information about this company, check with the public library, Chamber of Commerce, or the company's personnel office. Find the answers to these questions and make notes on other information

What product or service does the company provide?

_____

_____

How many years has it been in business?

_____

_____

How many people does it employ?

_____

_____

Has the company recently expanded or laid off workers?

_____

_____

Other interesting information?

_____

_____

Practicing for the Interview

The next step is to review the skills you've identified in chapter one and determine how they will be most useful to your prospective employer. Once you know what you have to offer, use the following questions to prepare yourself. A large part of a successful interview is how well you answer and ask questions, so practice. Turn every exchange into an opportunity to convince your interviewer that you are the perfect person for the job. Convince the interviewer that you have the skills, knowledge, and experience - plus the drive and motivation to do the job successfully.

Now practice. Write out your answers and questions. Practice in front of a mirror or video camera. Role play the job interview with a friend or family member. The more you practice, the more comfortable you will feel during the interview and the more likely you are of being offered the job.

1. Why do you want to work for this company?

_____

_____

2. Why should I hire you?

_____

_____

3. What are your strengths and weaknesses?

_____

_____

4. Tell me about your education and training background.

_____

_____

5. What are your short-and long-term career plans?

_____

_____

6. What do you enjoy doing the most?

_____

_____

(continued on next page)

7. What accomplishments are you most proud of?

8. What school subjects did you like the most and least?

9. How do you get along with other people?

10. What would be an ideal job for you?

11. What do you know about our company?

12. What hours will you be available to work?

13. How do you spend your spare time?

14. Why did you leave your last job?

15. Will your former employer give you a good reference?

(continued on next page)

16. What do you expect as a starting salary?

_____

_____

17. Do you plan to continue your education?

_____

_____

18. How do you define success?

_____

_____

These are just a few of the many questions that an interviewer could ask. Generally, interviewers will ask questions about your training, education, work experience, and availability for work. They may also ask about your future plans, transportation, health, family, and friends.

A job interview is a two way process. The interviewer learns about you, and you learn about the company and job. So you may also ask questions of the interviewer. These questions can be based on information you found when researching the company.

- Is training provided?
- Will I work alone or with other people?
- Will I have a supervisor? How often do we meet?
- What are the chances of moving up in this company?
- What are the greatest problems you think I may face in this company?
- What are the job responsibilities for this position?
- How does your company plan to grow/ expand in the next few years?
- May I see the area where I would be working?
- May I speak with one or two employees?
- Why is this company a good place to work?
- Do you have any company literature I could take with me?
- Is there a probation period?
- How will I be evaluated?

Your Legal Rights

You have the right to be interviewed for employment on the basis of your abilities. Your race, sex, religion, national origin, and age should not be factors in whether or not you are hired for a job.

However, even though there are laws prohibiting discrimination in this country, discrimination still exists. Protect yourself by becoming aware of your rights.

The following questions are just a sample of discriminatory and/or sexually harrassing questions you may be asked.

> What is your race, sex, religious affiliation, national origin, or age?
> Are you single, engaged, married, divorced, or a parent?
> Name all the clubs and organizations that you belong to.
> Do you rent or own your home?
> How did you acquire your foreign language ability?
> How many children do you have? How old are they? Do you plan to have more?
> How tall are you? How much do you weigh?

It is also discriminatory to direct attention or ask questions of a sexual nature. Some examples of sexual harrassment include:

- comments about your body,
- conversations that are too personal,
- staring in a way that seems too personal,
- sexual remarks or suggestions,
- dirty jokes,
- obscene gestures, and
- touching or grabbing.

If you are subjected to discriminatory and/or sexually harrassing behavior in a job interview, there are options for responding. Many interviewers are inexperienced or unaware of the offensiveness and illegality of their behavior. Still, you may want to ask yourself if getting the job is worth it. After all, if it's like this in the interview, what will it be like on the job?

You may choose to:

1. Respond in a way that returns the discussion to your qualifications for the job.
2. Tell the interviewer that you prefer not to respond to the question because you feel it is discriminatory.
3. Terminate the interview.

Look Your Best

Another important aspect of your job interview is how you present yourself visually. Doing this successfully begins with planning what you will wear in advance.

The rule of thumb is to dress one step above what you will be wearing on the job. This is important because different jobs have different dress code expectations. It is almost always a good idea to dress conservatively. You can express your individuality through clothing on your time off. Make sure your clothing is clean and pressed and your shoes shined the evening before the interview. Write down what you will be wearing to the interview (include everything), and put a check mark beside each item when it's clean and ready to wear.

Clothing Items	Ready To Wear

A second aspect of looking your best is taking care of your body. This includes bathing, washing your hair, cleaning your fingernails, and getting a good night's sleep. You may want to use relaxation exercises to help you get to sleep.

Planning Ahead

Leaving things to the last minute invites disaster, so be prepared:

- Know where the interview is being held and plan your transportation. Make a practice run to make sure you know where it is and how long it will take to get there.
- Plan to arrive ten to fifteen minutes early so you can relax before going in. Allow extra time for busy traffic and finding a parking place.
- Bring extra copies of your resume and references.

73

Interviewing Do's & Don'ts

- Do plan ahead.
- Do learn about the employer.
- Do practice questions.
- Do be well groomed and dress neatly.
- Do bring your Personal Data Sheet, resume, identification papers like a drivers license, or union card.
- Do go alone.
- Do arrive ten to fifteen minutes early.
- Do be friendly and courteous to the receptionist.
- Do be confident. Go in knowing you are the best person for the job.
- Do smile.
- Do be yourself.
- Do wait until the interviewer offers to shake hands.
- Do wait until the interviewer asks you to be seated.
- Do sit up straight. Have good posture.
- Do maintain eye contact.
- Do be brief in your answers to questions.
- Do explain why you want the job, and state the experience you have for the position.
- Do listen carefully and be polite.
- Do ask the interviewer when you can expect to hear from him or her about the job.
- Do follow up the interview with a thank-you letter or phone call.
- Do thank the interviewer for his or her time.

- Don't be late.
- Don't be sloppy in appearance.
- Don't talk about your personal problems.
- Don't lie about your qualifications.
- Don't talk about yourself too much - your likes and dislikes, needs, and demands.
- Don't smoke, chew gum, or bite your nails.
- Don't interrupt the interviewer.
- Don't mispronounce the interviewer's name.
- Don't ask questions only about pay and benefits.
- Don't criticize former employers.
- Don't handle items on the interviewer's desk.
- Don't bring bulky items to the interview, like books, shopping bags, or a large briefcase.
- Don't be negative or critical.
- Don't discuss your salary needs before you are offered the job.
- Don't be overanxious or pushy.

After the Interview

After the interview, sit down and take notes on what happened. How do you think you came across? What did you do well? How could you have improved your performance? Was there anything you should have asked that you didn't? Write this information on your job search file cards. Make notes about what you need to improve the next time you have an interview. If you evaluate yourself this way after each interview, your interviewing skills will get stronger and stronger. Share your evaluation with a teacher, friend, or family member for feedback.

Follow-up the interview by writing a thank-you note. Thank the interviewer for his or her time. Very briefly, state your interest in the job and the skills that make you qualified for the job. Say you hope to hear from the interviewer soon.

December 10, 1988

Dear Ms. Swanson:

Thank you for talking with me on Wednesday about the auto mechanic position. Your description of the job responsibilities corresponds well with my experience doing tune-ups and general maintenance on a variety of car models.

I am very interested in working for your business and look forward to hearing from you. Thank you again for your time and consideration.

Sincerely,

Joshua Kiel

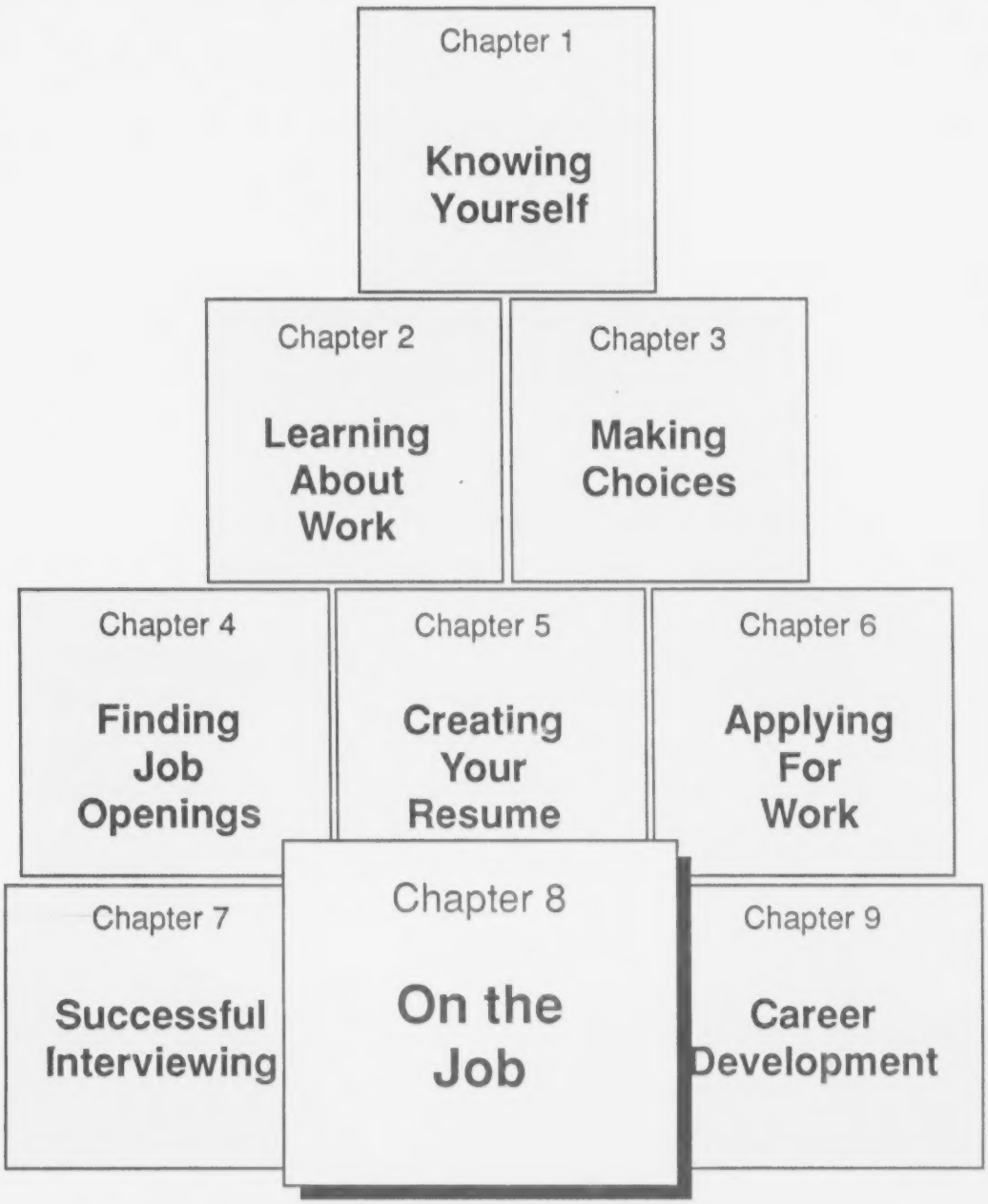
Joshua Kiel

Beyond this, following up gets a little tricky. If you call or write again, an interviewer may feel you are being too pushy. If you don't stay in touch, the interviewer may think you aren't that interested in the job. You will have to judge what may be best for each situation.

Evaluating Job Offers

When you are offered a job, make sure you have a clear picture of the commitment before you accept. The following questions will help you evaluate the offer. Answers to the questions can be found by asking your interviewer, talking with employees in the company, and reading information you have gathered about the company. Write down the answers you find in the space provided.

1. What are the job responsibilities? _____
2. How much will you be paid? _____
3. Are there any out-of-pocket expenses for union dues, uniforms, travel, etc.? _____
4. When and how do you get paid? _____
5. When would you be considered for a raise? _____
6. What fringe benefits are you entitled to? (See page 79 for more information about benefits.) _____
7. What are your hours? _____
8. Is overtime work required? _____
9. When and where do you report to work? _____
10. What is the dress code? _____
11. Who is your direct supervisor? _____
12. How will your work be evaluated? _____
13. Are there opportunities for advancement? _____
14. Can you think of other questions that pertain to your job situation? If so, write them here.



Congratulations. You found a job! As you begin your employment, there will be many new things to learn. In addition to learning the new job, you'll need a variety of information to get along on the job. It will be helpful to know about payroll and benefits, personal attitudes about work, and how to get along with co-workers. This information will help you survive and thrive in your new job.

On The Payroll!

Once you're on the payroll there is important information that you need to understand about your income. Although you were hired at a certain hourly wage or salary, there are deductions that will be subtracted from the total amount. Here are some words that you should recognize and understand.

Gross Salary is the total amount of money that you earn on the job.

Federal Tax is deducted from your gross pay and applied to your yearly, federal income tax.

State Tax is deducted from your gross pay and applied to your yearly, state income tax.

FICA stands for Federal Insurance Contributions Act. This is more commonly known as Social Security and is also deducted from your gross pay.

Net Pay is what you have left unless more money is deducted for benefits, which we'll discuss later.

But first, quiz yourself on these terms and locate them on the sample payroll voucher stub below.

RBC Computer Center

Employee	Soc. Sec. No.	No.
Dona Nowacki	382-44-6321	16529
Pay Rate/Hr.	**Hours Worked**	**2-week Period Ending**
$7.00	80	9/30/88

GROSS SALARY	NET SALARY
$560.00	$437.06
FEDERAL TAX	**STATE TAX**
$51.00	$21.90
FICA	**UNION DUES**
$42.06	$10.00

Source: *Career Survival Kit for Teen Educationand Employment*, Wisconsin Career Information System, University of Wiscosin-Madison, 1987.

Employee Benefits

There are three basic categories of employee benefits.

1. ***Statutory benefits*** are required by law.

   Workers Compensation. If you are injured on the job, worker's compensation will cover your medical bills and pay part of your salary until you are able to go back to work. If you are permanently disabled, it will pay a portion of your salary for the rest of your life. If you can't perform the same job after the injury, worker's compensation will pay for career counseling, training, and help you find another job. If you die as a result of your injury, benefits will be paid to your survivors.

   Unemployment Compensation. You may be eligible for this benefit if you lose your job because you were laid off due to lack of work, fired without good reason, or if you quit for a good reason.

   Family or Medical Leave. This is a new law in Wisconsin that grants you unpaid leave to care for your natural, adopted, foster, or stepchild when they first enter your family. It also allows you to take a leave of abscence if you or a family member has a serious medical condition that prevents you from doing your job. This new law applies to employers who have fifty or more employees.

2. ***Compensatory Benefits*** are another category of benefits that provide you with paid holidays, vacation time, and sick leave. How many paid days does your job provide? When are you eligible to receive these benefits? Immediately? Six months? One year?

Benefits	# of days	Eligible
Paid Sick Leave		
Paid Vacation		
Paid Holidays		
Which Holidays?		

3. ***Employer -Sponsored Benefits*** include retirement, life insurance, disability insurance, health insurance, and education and training. Which benefits does your employer sponsor? How much does your employer contribute? How much do you pay for? When are you eligible for these benefits?

Benefits	Employer Pays	You Pay	Eligible
Retirement Plan			
Life Insurance			
Disability Insurance			
Health Insurance			
Education or Training			

Minors In The Workforce

If you are a minor in the workforce, there are federal and state regulations that protect you. Wherever you live in the United States these federal laws apply to you.

Age Fourteen and Fifteen. You may be employed in specified occupations for limited periods of time daily and weekly. You cannot be employed during school hours, except as part of a government approved, work experience or career exploration program. Some of the permitted occupations for fourteen to fifteen-year-olds include:

Office & Clerical Work
Cashiering & Selling
Bagging & Carrying Orders
Errands & Delivery Work
Cleaning Work
Kitchen Work
Price Marking
Grounds Maintenance

Age Sixteen. You may be employed in any occupation, except occupations that have been declared hazardous by the United States Secretary of Labor. Hazardous situations that you cannot work in include:

Manufacturing Explosives
Coal Mining
Radioactive Materials
Slaughtering
Roofing Operations
Some Restaurant Equipment
Logging & Sawmilling
Manufacturing Brick

Age Eighteen. At age eighteen you may be employed in any job, except one that requires you to serve alcohol. Since the legal age for drinking varies by state, contact the Department of Labor for more information.

Wages. In most jobs you are entitled to receive minimum wage, which is currently $3.35 per hour. You should also receive additional compensation for overtime hours.

Age Certificates. Employers who violate child labor laws can be subject to a penalty of up to $1,000 for each violation. To protect your employer (or your future employer) get an age certificate from the United States Department of Labor in your state. You may also be able to get one through your school.

Source: United States Department of Labor, Employment Standards Administration, Wage and Hour Division

Positive Attitudes & Habits

Developing positive attitudes and habits about work is important for two major reasons.

#1 People with negative work attitudes and habits have a hard time staying employed because they either quit jobs or get fired frequently.

#2 Since you are likely to spend twenty-five to forty years of your life working, you might as well learn to like it and be proud of yourself for doing it well.

To develop positive attitudes and habits, it helps to see where you're at now. On a scale of one to ten, where do you stand? **1 = low level 10 = high level**

Diligence	1	2	3	4	5	6	7	8	9	10
Adaptability	1	2	3	4	5	6	7	8	9	10
Perseverance	1	2	3	4	5	6	7	8	9	10
Acceptance	1	2	3	4	5	6	7	8	9	10
Motivation	1	2	3	4	5	6	7	8	9	10
Willingness to Learn	1	2	3	4	5	6	7	8	9	10
Discipline	1	2	3	4	5	6	7	8	9	10
Pride	1	2	3	4	5	6	7	8	9	10
Patience	1	2	3	4	5	6	7	8	9	10
Honesty	1	2	3	4	5	6	7	8	9	10
Reliability	1	2	3	4	5	6	7	8	9	10
Risk-Taking	1	2	3	4	5	6	7	8	9	10
Kindness	1	2	3	4	5	6	7	8	9	10

Evaluating Yourself

List your three best work attitudes and habits from page 81.

1. _____

2. _____

3. _____

Now list your three most challenging work attitudes and habits from page 81.

1. _____

2. _____

3. _____

Choose an attitude or habit from the second list. Ask a classmate, family member, or neighbor for three ideas on what you could do to improve in this area. Write down their suggestions here.

1. _____

_____

2. _____

_____

3. _____

_____

Pick the suggestion you like best and put it into action! For example: If being on time is a challenge, you can set your alarm fifteen minutes earlier and make sure your clothes are clean and pressed the night before. When you're feeling good about the progress on *your* attitude or habit add it to your list of strengths. Then do something special for yourself- You deserve it!

Success On The Job

Here are some other things you can do to insure your success on the job.

1. Demonstrate positive work attitudes such as dependability, flexibility, initiative, honesty, loyalty, enthusiasm, responsibility, courtesy, and curiosity.

2. Display willingness to learn new tasks that are assigned to you.

3. Ask appropriate questions and make suggestions.

4. Within the context of your job, seek out new tasks whenever possible.

5. Look for new ways of doing things and discover how to implement changes.

6. Learn as much as possible about the job, company, and industry.

7. Develop a sense of contribution and pride in your work.

8. Be particular about the finished product.

9. Work effectively when time, tension, or pressure are critical factors for successful performance.

10. Demonstrate self-confidence.

11. Avoid criticizing, complaining, or gossiping about co-workers.

12. Acknowledge all materials or ideas that are quoted, paraphrased, or summarized from the work of others.

Source: *A Guide to Education for Employment*, Wisconsin Department of Public Instruction, 1987.

You & Your Supervisor

Working efficiently with your supervisor will have a lot to do with how well you do your job, how much you enjoy it, and your chances for continued employment or advancement.

Your supervisor wants you to be loyal, enthusiastic, dependable, honest, and willing to learn and accept criticism. He or she wants you to communicate job-related concerns freely, asking for advice when you need it.

If you have differences with your supervisor resolve them tactfully and appropriately. Learn to respond to authority, knowing and following the chain of authority. You will also need to work effectively under different kinds of supervision.

If directions aren't clear, ask constructive questions. If the directions pose a threat to safety or the quality of the product/service, point this out tactfully to your supervisor. Perform tasks-as assigned-willingly, efficiently, and in a timely manner.

Challenge: Your supervisor was in a big hurry this morning when telling you what to do, and won't be back until the afternoon. You can't remember all the directions and don't know how to do some of the tasks. What should you do? What can you do to prevent this from happening again?

_____

_____

_____

Challenge: You work at a grocery store stocking shelves. The owner has left instructions for you while she is away at a conference. The head cashier, who has been left in charge, wants you to stack a display higher than you think is safe. You are afraid that the display will topple over and possibly injure a customer. It could also damage the merchandise if it fell over. You talk to the cashier about it, but he still wants you to do it. What should you do?

_____

_____

_____

Source: *A Guide to Education for Employment*, Wisconsin Department of Public Instruction, 1987.

You & Your Co-workers

Show respect for your co-workers. You all have a job to do together, so know what the team needs and goals are, and work cooperatively as a team member.

In the process of getting the job done, join or begin job-related or friendly conversations. Help co-workers when it is appropriate, and avoid being dependent on them for help or advice. You can also strengthen relationships by participating with co-workers in social interactions and situations.

View other people as individuals and see things from their perspective. Be prepared to interact and work effectively with individuals from different nationalities, cultural backgrounds, ages, sexes, or disabling conditions. Compliment and provide constructive feedback to others at appropriate times.

At times conflict will arise, and you will be expected to respond to criticism, disagreement, or disappointment during conversations with co-workers. It will be up to you to demonstrate tact when speaking in stressful situations.

Challenge: You are new on the job and a co-worker starts telling you about your other co-workers, including things about their personal lives and who to watch out for. So far he is the friendliest person there. What should you do?

_____

_____

_____

Challenge: In the process of learning your new job responsibilities you have made an error that affects your co-workers. Your supervisor realizes that it wasn't intentional and has explained the proper procedure again, but one of your co-workers is very angry. She has yelled at you in front of others and continues to glare at you throughout the day. What should you do?

_____

_____

_____

Studies show that the single most important way to keep a job is to be able to work with other employees in a friendly manner.

Get Along With Others!

Source: *A Guide to Education for Employment*, Wisconsin Department of Public Instruction, 1987.

Discrimination & Sexual Harassment

Discrimination based on race, sex, religion, and national origin is illegal in this country. If you are treated differently from other people you work with because of one or more of these factors, that is discrimination. Sexual harassment is a form of sex discrimination.

Knowing your legal rights will increase your awareness of possible discrimination. The following are some federal, equal opportunity and affirmative action laws.

Title VII of the 1964 Civil Rights Act

Employers, labor unions, employment agencies, state and local governments, and employees of educational institutions are prohibited from discriminating on the basis of race, color, religion, sex, or national origin. This act is administered by the Equal Employment Opportunity Commission.

Equal Pay Act of 1963

Men and women doing equal work, requiring equal skill, effort, and responsibility under similar working conditions in the same establishment must receive the same pay. The jobs do not need to be identical, only substantially equal. This act is administered by the United States Department of Labor.

Executive Order 11375, 1967 as amended

Federal contractors and subcontractors are prohibited from employment discrimination based on sex. Employers with construction contracts for more than $10,000 are required to actively seek to employ and advance minority workers and women consistent with their abilities. Female employees should not be penalized because they may require time away from work for childbearing and should be granted maternity leave.

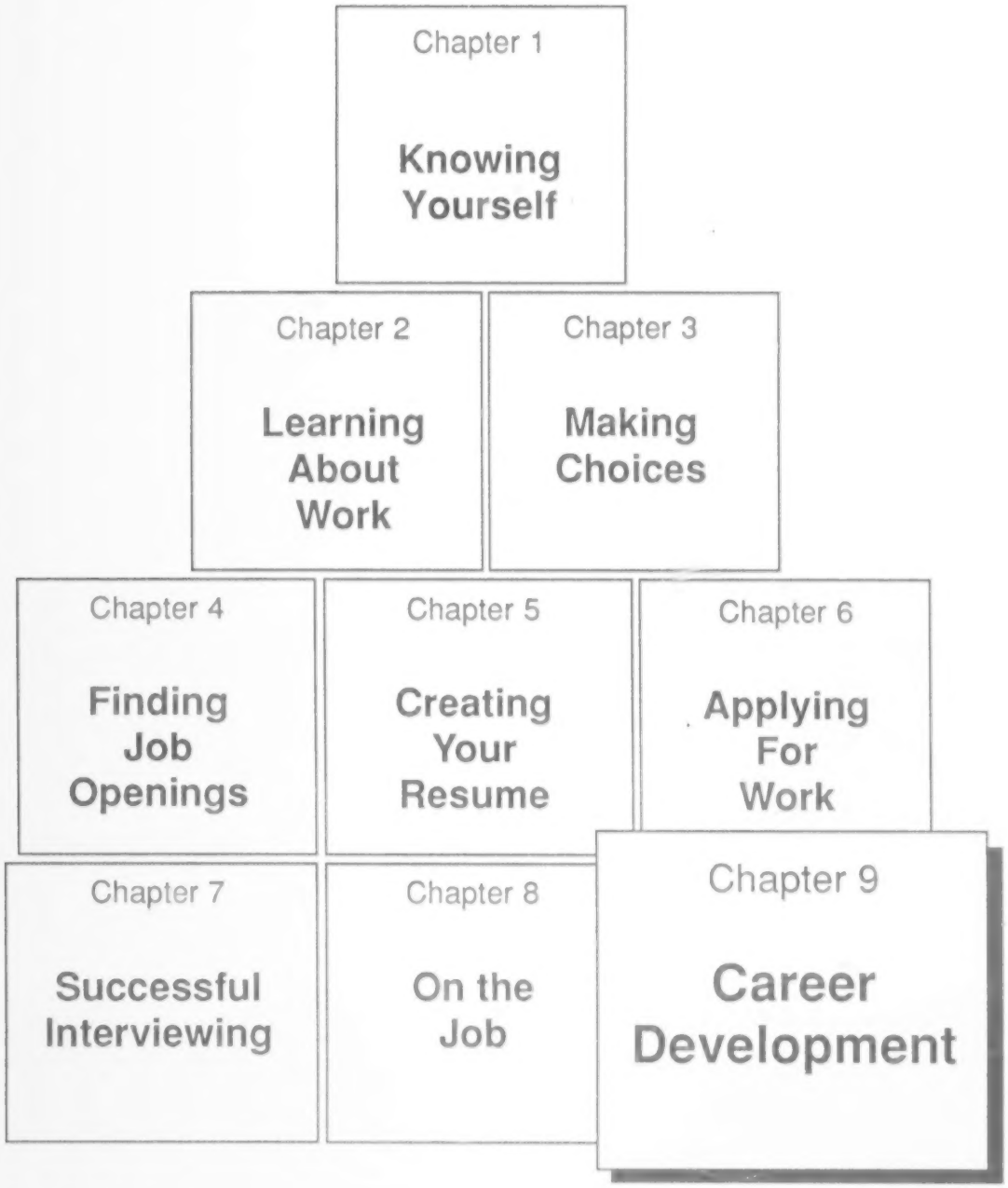
Age Discrimination Act of 1967

Age discrimination is prohibited and applicants and employees age forty to seventy are protected from discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment. This law covers most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

Be prepared. Ask a reference librarian to help you find out about the federal and state laws that protect your rights. Your company may also have policies that protect you. Ask your supervisor or personnel manager for information.

Trust your feelings. If a situation at work has you feeling uncomfortable, talk to someone you trust. You may want to begin by talking with someone outside the company.

Source: *Legal Aspects and Social Implications of Sex Equity*, Moraine Park Technical Institute



Your career will be made up of a series of jobs that you hold over your lifetime. What do you want to be doing in retirement...your fifties...your forties...your thirties...your twenties? Considering these questions will give you a clearer picture of what you want out of life and work. As you make your choices, there may be several things to consider. Over the years you may marry, have children, or need to care for elderly or disabled family members. Your challenge is to find a balance between pursuing your dreams and meeting your commitments.

Your Job, Your Career

There is a difference between your job and your career. A job is employment with a specific employer. It is usually selected on the basis of pay, working conditions, or opportunity to develop skills. Many jobs only last three to five years, and the average person may change jobs several times in his or her lifetime.

A career, on the other hand, is the work you do over an entire lifetime. You can expect to spend twenty to forty years of your life working. This is a long period of time! So choose on the basis of your natural strengths and values.

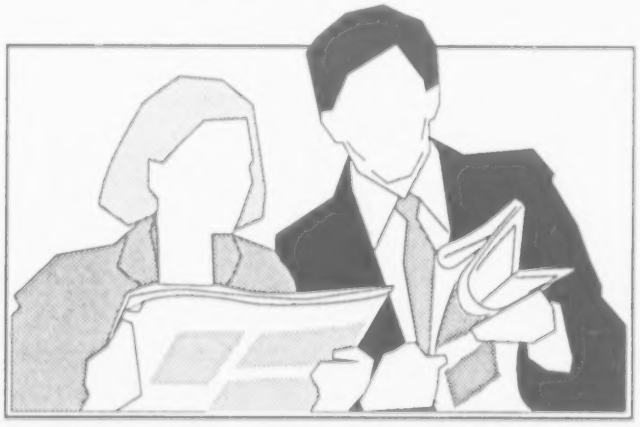
Imagine what you want to be doing in five years, ten years, and beyond. Whatever you imagine can become goals for your career path. These goals may change over time. That's to be expected, because you will be learning as you go. You may also be making commitments along the way to a spouse, children, or other family members that will be affected by your choices. Their needs must be considered too.

Knowing what you want, your strengths, and how these can benefit an employer, will help you progress in your career path. When you're ready to look for a new job, this self-knowledge will help you find a job that grows in the direction you're aiming toward.

Whether you progress in your career path usually depends on

- your performance in your present (or last) job,
- what your references say about you,
- your ability to do a new job, and
- your attitude, enthusiasm, and drive.

Before deciding to change jobs, you may want to talk with your present employer. He or she may be willing to redefine your job so you have more of a chance to grow or may help you find a new job. Ask for advice about how you can progress in your career path.



Re-evaluating Yourself

What should your next career move be? As you consider this, it is helpful to review earlier decisions that may have changed. After all, you've learned new skills on the job, you may have achieved an educational goal, and you've matured and changed as time has passed.

Directions

1. To take stock of where you've come from, turn to page 10. Have your interests, strengths, and values remained the same?
2. Write down the ones that still fit today in the spaces provided below.
3. Then, add any new interests, strengths, and values that you've acquired.

Interests

1. _____
2. _____
3. _____

Personal Qualities

1. _____
2. _____
3. _____

Knowledge Areas

1. _____
2. _____
3. _____

Strengths to Learn

1. _____
2. _____
3. _____

Job Skills

1. _____
2. _____
3. _____

Important Values

1. _____
2. _____
3. _____

Re-evaluating The Work World

In addition to the ways that your interests, strengths, and values may have changed over time, you may also find different employment options interesting. You now have firsthand experience as a working person and are probably able to identify what you do and don't like about your current job. You have also had more contact with other workers and may have a better idea of the types of jobs that interest you. This information can be used to explore new job possibilities.

Directions

1. To review the earlier employment options that you've considered, turn to page 22. Which industries, apprenticeships, nontraditional, and higher wage options interest you? Are there other job options that you might still like to pur sue? Have your educational goals changed?

2. Write the options that you still find interesting in the spaces below.

3. Now consider the new skills and knowledge you've acquired on the job. Are there any new job possibilities that you'd like to explore? Add them to your lists.

Industries

1. _____

2. _____

Apprenticeships

1. _____

2. _____

Nontraditional Employment

1. _____

2. _____

Higher Wage Occupations

1. _____

2. _____

Educational Options

1. _____

2. _____

Other Interesting Jobs

1. _____

2. _____

Is It Time To Leave?

Making a job change is a big step. It takes time to settle into the new routine, get used to new surroundings, and develop new relationships with your supervisor and co-workers. Taking a new job to further your career also means taking on the challenge of new responsibilities. Before you take this step make sure you are in good physical and emotional condition, and have a clear idea of who you are and what you want. If you have a spouse, you need to discuss your desire to change jobs with him or her. If you have children or are caring for other people, be sure to consider how a job change will affect them.

Directions

1. To assess your readiness to make a career move, consider the questions below.
2. Write your answers on the lines provided and discuss them with a trusted friend, family member, or teacher. You may want to use additional paper to record your answers.

1. Could you use more of your skills from page 89 in another job? If so, which skills would you like to use and what jobs could you use them in?

Skills	Job Possibilities

2. Which of the job possibilities on page 90 will give you the opportunity to explore your interest areas (page 89)?

Job Possibilities	Interests

3. What type of environment is your personality best suited to work in?

(Continued on next page)

Time To Leave? (continued)

4. Can you enter the new jobs that you're interested in without further training or education? If not, what kind of training or education do you need to acquire?

5. What do you want to gain by moving into a new job?

6. Are you physically and emotionally prepared for the challenges of a new job? If not, what do you need to do to get ready?

7. What kind of work do you want to be doing five years from now? What steps do you need to take to get there?

8. How will a job change affect the people close to you, such as your spouse or chidren?

Leaving With Style

Whether you resign, are fired, or get laid off, it's best to leave your job without leaving hard feelings behind. This is in your own best interest. Previous employers and co-workers can be good resources in the future. They can provide references and may provide valuable job leads and referrals when you're looking for work. Who knows? In the years to come you may even be employed there again.

Resigning

When you resign, your supervisor should be the first to know and should receive two weeks to one month notice. Regardles of his or her invitations to express your dissatisfactions with the job- don't do it! Explain that while you have enjoyed your work and the people you've worked with, you are excited about pursuing the challenges that your new employment. . .return to school. . .mother/fatherhood. . .or trip around the world will bring.

Being Fired

If you are fired, try to accept the situation and make the best of it. Find out exactly why you were fired so you can correct the problem for future employment. You may have plenty of feelings to vent about your supervisor or co-workers, but do so with a friend you can trust to keep quiet. Do not do this with a co-worker, no matter how close your working friendship is.

Remember, being fired is the end of your job, not the end of the world. What may at first seem to be a failure can turn out to be a positive experience. There are many success stories about people who have been fired and gone on to bigger and better things. You can be one of those successes.

Getting Laid Off

Getting laid off is the result of a poor economy or poor company management. Knowing this may not reduce your sense of loss or apprehension for the future, but it can help reduce personal feelings of failure. As with being fired or resigning, keep your relationships with co-workers and supervisors friendly and positive. They can be your allies as you look for new employment or wait to be recalled.

> In trying to change careers or go into a new field (for you), don't look for the rules or generalizations. Look for the exceptions to the rules. The rule is: "In order to do this work you have to have a master's degree and ten year's experience at it." You search for the exception: "Yes, but do you know anyone that is in the field who hasn't got all those credentials? And where might I find him or her?"
>
> Richard Bolles

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WHAT IS SUCCESS

To laugh often and much;

To win the respect of intelligent people and
the affection of children;

To earn the appreciation of honest critics and
endure the betrayal of false friends;

To appreciate beauty;

To find the best in others;

To leave the world a bit better, whether by a healthy child,
a garden patch or a redeemed social condition;

To know even one life has breathed easier because
you have lived;

This is to have succeeded.

- Ralph Waldo Emerson